



The Bishop's Palace  
WELLS · SOMERSET

## Job Description

<b>Title</b>	<b>Chef de Partie</b>
<b>Hours</b>	37 hours per week. March till October
<b>Working Pattern</b>	9am – 5pm, 5 days a week, including weekends, Bank Holidays and some evenings
<b>Report to</b>	Chef Manager
<b>About the Bishop's Palace</b>	<p>The site and buildings of The Bishop's Palace and Gardens is owned by the Church Commissioners and managed by The Palace Trust. As a charitable organisation our mission is to protect The Bishop's Palace by ensuring financial stability through engaging a wide range of people for their enjoyment and learning.</p> <p>The Bishop Table Café serves delicious locally-sourced homemade food with an ethos of supporting local suppliers and using local produce. It provides daily catering services to visitors, regular customers, staff and offers catering for private events.</p>
<b>Purpose of role</b>	To assist the Chef Manager in the daily operation of The Bishop's Table and function kitchen.
<b>Mission, Vision and Values</b>	<p>As a charitable organisation our aim is to protect The Bishop's Palace by ensuring financial stability through engaging a wide range of people for their enjoyment and learning.</p> <p><b>Our Vision</b> The Bishop's Palace - protected forever; treasured by all.</p> <p><b>Our Mission</b> To conserve The Bishop's Palace for future generations; welcoming all who seek a place of beauty, reflection and enjoyment.</p> <p><b>What we value</b></p> <ul style="list-style-type: none"><li>• Our unique site and heritage</li><li>• Our local community, supporters and visitors</li><li>• The spiritual nature of the site</li><li>• Our relationship with the Bishop and his ministry</li><li>• Our warm, hospitable and engaging welcome</li><li>• The quality of our offer</li><li>• Our staff and volunteers</li><li>• Our environmental impact</li></ul>
<b>Key tasks – what the Palace Trust expects</b>	<ul style="list-style-type: none"><li>• Work with the Chef Manager and kitchen team to provide a high quality of catering on a daily basis.</li><li>• Ensure all hygiene, health and food safety standards are adhered to, and show understanding of food allergens.</li><li>• Participate as a key member of the kitchen team, demonstrating a passion for cooking.</li><li>• Ensure good communication and team working amongst kitchen and front of house staff.</li></ul>



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	<ul style="list-style-type: none"><li>• Offer creative input into menu planning and daily specials, as directed by the Chef Manager.</li><li>• Cater for events and functions as required.</li><li>• Assist in all necessary kitchen duties including cleaning and washing up.</li><li>• Assist with ordering and storing stock, rotating supplies, and ensuring minimum wastage.</li><li>• Carry out other duties as may be necessary for the proper execution of the post.</li></ul>
<b><i>What you can expect from The Palace Trust</i></b>	<ul style="list-style-type: none"><li>• Training and development to undertake the role</li><li>• Support from The Palace Trust's staff team</li><li>• The option to enrol onto our pension scheme</li><li>• 25 days annual leave per year (pro rata) + Bank Holidays</li><li>• 10% discount in the Palace shop</li><li>• 10 half-price tickets for friends and family each year</li></ul>
<b><i>Key internal contacts</i></b>	<ul style="list-style-type: none"><li>• Chef Manager</li><li>• Sous Chef</li><li>• Café and Function Manager</li><li>• Café and Function Assistants</li><li>• The Chief Executive</li><li>• Operations Manager</li><li>• Visitor Experience Manager</li></ul>

## Person Specification



	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• City &amp; Guild 7061/7062 or NVQ Level 2 &amp; 3</li> <li>• Level 2 Food hygiene certificate</li> <li>• Previous experience of working in busy catering environment and producing food to order</li> <li>• Experience of maintaining a safe and hygienic kitchen environment and of carrying out compliance</li> <li>• Excellent knowledge of food hygiene and food safety</li> <li>• Knowledge of stock control</li> <li>• Knowledge of Health &amp; Safety law and regulations with experience of implementing and monitoring safe working practices</li> </ul>	<ul style="list-style-type: none"> <li>• Trained in first aid</li> <li>• Experience of staff supervision</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to work as part of a team and use own initiative</li> <li>• Ability to respond well to pressure</li> </ul>	<ul style="list-style-type: none"> <li>• A flair with ingredients</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Flexibility in relation to duties and working hours that will include evenings, weekends and bank holidays</li> <li>• Able and willing to undertake the role of first aider</li> <li>• Willingness to support staff members and to be flexible in the tasks that are undertaken</li> <li>• Organised and methodical</li> <li>• Ability to multitask</li> <li>• Punctuality</li> </ul>	

### How to Apply

Please visit [www.bishopspalace.org.uk/job-vacancies](http://www.bishopspalace.org.uk/job-vacancies) to download an application form. Please send completed application forms to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org) or post to: Human Resources, The Old Deanery, St Andrews Street, Wells, Somerset, BA5 2UG by 8 February 2017 by 12noon.

For informal enquiries please contact Nick Hampson on 01749 988111 Ext 206 or Maria Webber on 01749 685113.