



Job Description

| | |
|-----------------------------------|--|
| Title | Chef de Partie |
| Hours | Up to 37 hours per week. |
| Working Pattern | Up to 5 days a week, including weekends, Bank Holidays and some evenings |
| Report to | Chef Manager |
| About the Bishop's Palace | <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> |
| Purpose of role | To assist the Chef Manager in the daily operation of The Bishop's Table and function kitchen. |
| Mission, Vision and Values | <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>Our Vision The Bishop's Palace - protected forever; treasured by all.</p> <p>Our Mission To conserve The Bishop's Palace for future generations; welcoming all who seek a place of beauty, reflection and enjoyment.</p> <p>What we value</p> <ul style="list-style-type: none"> • Our unique site and heritage • Our local community, supporters and visitors • The spiritual nature of the site • Our relationship with the Bishop and his ministry • Our warm, hospitable and engaging welcome • The quality of our offer • Our staff and volunteers • Our environmental impact |

| | |
|--|--|
| <p><i>Key tasks – what the Palace Trust expects</i></p> | <ul style="list-style-type: none"> • Work with the Chef Manager and kitchen team to provide a high quality of catering on a daily basis. • Ensure all hygiene, health and food safety standards are adhered to, and show understanding of food allergens. • Participate as a key member of the kitchen team, demonstrating a passion for cooking. • Ensure good communication and team working amongst kitchen and front of house staff. • Offer creative input into menu planning and daily specials, as directed by the Chef Manager. • Cater for events and functions as required. • Assist in all necessary kitchen duties including cleaning and washing up. • Assist with ordering and storing stock, rotating supplies, and ensuring minimum wastage. • Carry out other duties as may be necessary for the proper execution of the post. |
| <p><i>What you can expect from The Palace Trust</i></p> | <ul style="list-style-type: none"> • Training and development to undertake the role • Support from The Palace Trust's staff team • The option to enrol onto our pension scheme • 25 days annual leave per year (pro rata) + Bank Holidays • 10% discount in the Palace shop • 10 half-price tickets for friends and family each year |
| <p><i>Key internal contacts</i></p> | <ul style="list-style-type: none"> • Chef Manager • Sous Chef • Café Manager • Wedding and Events Coordinator • The Chief Executive • Operations Manager • Visitor Experience Manager |



Person Specification

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

How to Apply

Please send your CV and covering letter to recruitment@bathwells.anglican.org or post to: Human Resources, The Old Deanery, St Andrews Street, Wells, Somerset, BA5 2UG. For informal enquiries please contact Nick Hampson on 01749 988111 Ext 206 or Maria Webber on 01749 685113.