



The Bishop's Palace  
WELLS · SOMERSET

## Job Description

<i>Title</i>	Head Chef
<i>Hours</i>	40 per week
<i>About the Bishops Palace</i>	<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's Table Café serves delicious locally-sourced homemade food and some of the best coffee and cake you will find in Wells. It provides daily catering services to visitors, regular customers and staff. The Bishop's Palace hosts a growing number of private events throughout the year including weddings, family celebrations, diocesan and corporate events.</p>
<i>Working Pattern</i>	Due to the nature of the role it is essential the postholder is prepared to work some weekends, evenings and bank holidays. The number of hours or working pattern will vary according to the seasonality of the business. The postholder will be eligible to take time in lieu for any hours worked in addition to 40 hours per week.
<i>Report to</i>	Chief Executive
<i>Responsible for</i>	Chef de Partie, Café Supervisor, Apprentice Chef
<i>Purpose of role</i>	The Head Chef is responsible for the delivery of a high quality catering operation that guarantees excellent customer service for our visitors and maximises profit for the organisation. The Head Chef has overall responsibility for The Bishop's Table Café and catering for private functions. The kitchen will be organised to the highest possible standards of hygiene and safety whilst providing good quality food that meets the principles and objectives of The Palace Trust.
<i>Vision and Values</i>	<p><b>Our Vision</b> To protect the Bishop's Palace, for all to visit, benefit from and enjoy.</p> <p><b>Our Mission</b> Our mission is to provide a place of hospitality for spiritual reflection, Christian ministry and learning, whilst conserving and developing the only living and breathing Bishop's Palace and Gardens open to all.</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 role in shaping history</li> </ul>
<i>Key tasks – What the Palace Trust</i>	<ul style="list-style-type: none"> <li>• Creatively develop the café in order to attract new business and maximise sales</li> <li>• To produce an annual budget for the catering function and monitor income and expenditure throughout the year against set targets</li> </ul>

<p><i>expects from the Head Chef</i></p>	<ul style="list-style-type: none"> <li>• Responsible for the planning and costing of menus and dishes and the creation of new recipes and menus with regular menu changes throughout the year</li> <li>• Ensure that all food in the restaurant and for functions is of a high quality, uses produce from the gardens, is ethically and locally sourced where possible and is purchased from reputable suppliers</li> <li>• Maximise profit through careful ordering of stock and stock rotation, checking invoices against delivery notes, accurate stock taking, portion control and avoiding wastage</li> <li>• Control expenditure on materials, labour and equipment to maintain the department budget inline with agreed targets</li> <li>• Take responsibility for the daily take, float and all cash on the premises, maintaining close links with the Management Accountant and Bookkeeper concerning daily banking, invoicing and other relevant payments</li> <li>• Assist in all necessary kitchen duties including cleaning and wash up</li> <li>• Responsible for ensuring that all the department is fully compliant with all relevant food hygiene and health and safety regulations</li> <li>• Accurately complete records associated with running busy kitchens</li> <li>• To manage kitchen and front of house staff, monitor their performance, and encourage a learning environment</li> <li>• Demonstrate a high level of customer care and service</li> <li>• To liaise with the Functions Manager regarding private functions/weddings including wedding tastings</li> <li>• Deputise for the Function Manager in their absence</li> <li>• Attend daily briefing and weekly management meetings to keep abreast of developments within the visitor attraction, represent the needs of the Café staff and discuss operational issues with the other Heads of Department</li> <li>• In addition to the above, the post-holder may be required to undertake other reasonable duties and responsibilities which are compatible with the overall scope and authority of the appointment, in discussion with the Line Manager</li> </ul>
<p><i>What you can expect from The Palace Trust</i></p>	<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)</li> <li>• 10% discount in the Palace shop</li> <li>• 10 half price tickets for friends and family each year</li> </ul>
<p><i>Key internal contacts</i></p>	<ul style="list-style-type: none"> <li>• Function Manager</li> <li>• Operations Manager</li> <li>• Visitor Experience Manager</li> <li>• Communications &amp; Marketing Manager</li> <li>• Bookkeeper</li> <li>• HR Adviser</li> </ul>

### Person Specification

	Essential	Desirable
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> <li>• Qualified as a professional chef</li> <li>• NVQ Level 3 or higher in relevant field</li> <li>• Level 3 Food hygiene certificate</li> <li>• Previous experience of running a restaurant or catering function</li> </ul>	<ul style="list-style-type: none"> <li>• Trained in first aid</li> <li>• Good understanding of the front of house operation</li> </ul>

	<ul style="list-style-type: none"> <li>• Previous experience as a chef in a high volume environment</li> <li>• Experience of managing budgets</li> <li>• Excellent knowledge and practice of food hygiene and food safety</li> <li>• Knowledge of stock control</li> <li>• Experience of staff supervision</li> <li>• Knowledge of Health &amp; Safety law and regulations with experience of implementing and monitoring safe working practices</li> </ul>	
Skills and abilities	<ul style="list-style-type: none"> <li>• Creative and innovative approach to business development</li> <li>• Ability to delegate tasks and check the work of others</li> <li>• Being innovative and creative and up to date with great food, including presentation and ingredients</li> <li>• Excellent communication skills</li> <li>• Ability to respond well to pressure</li> <li>• IT proficient</li> </ul>	
Personal Attributes	<ul style="list-style-type: none"> <li>• Customer orientated</li> <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> </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, C/O The Old Deanery, St Andrews Street, Wells, Somerset, BA5 2UG by 15<sup>th</sup> January 2017.