



The Bishop's Palace  
WELLS · SOMERSET

### Job Description

<b>Job Title</b>	Casual/ Bank Chef
<b>Hours</b>	Casual Hours on a 'as required' basis The hours will be covering team members holiday days and additional support on events days/ evenings. Shifts could be full days (8.30 - 4.30) or partial hours such as lunch support between 11.30 – 3.30, or evening events for example 5.00 – 9.00.
<b>Pay</b>	Depending on experience. from £13.00 ph
<b>Reports to</b>	Catering Manager
<b>Purpose of role</b>	To work within the team to deliver the daily catering offering. Producing exceptional food cooked to order, using seasonal and locally sourced produce. Delivering the highest standards of customer care in a busy catering setting.
<b>Purpose, Vision and Values of The Bishop's Palace</b>	<p><b>Our Vision</b> To inspire and touch the lives of many by offering joy, healing, hope and wellbeing.</p> <p><b>Our Purpose</b> To conserve and share the Palace and its story as a place of enjoyment and reflection for the benefit of all.</p> <p><b>What we value</b> • Authenticity • Inclusivity • Hospitality • Spirituality • Generosity • Sustainability</p>
<b>Key tasks – What The Bishop's Palace expects</b>	<ul style="list-style-type: none"> <li>• Assist the kitchen team with preparation and delivery of high-quality, freshly prepared catering offering.</li> <li>• Ensure all hygiene, health and food safety standards are adhered to and show understanding over food allergens.</li> <li>• Assist with storing stock, rotating supplies and ensuring minimum wastage</li> <li>• Assist in the washing up area of the kitchen</li> <li>• Assist with all necessary kitchen duties</li> <li>• Maintain high levels of cleanliness and hygiene at all times</li> <li>• Carry out and assist in running of any onsite private events</li> <li>• Adhere to Health and Safety regulations set out by The Palace Trust in accordance with its statutory regulations</li> <li>• Ensure good communication between catering team, and the wider Palace team</li> <li>• Attend training courses as required</li> <li>• Share knowledge and experience with the next generation</li> <li>• In addition to above, the post-holder may be required to undertake other reasonable duties and responsibilities to be agreed with Head of Catering.</li> </ul>
<b>What you can expect from The Bishop's Palace</b>	<ul style="list-style-type: none"> <li>• 25 days annual leave per year (pro rata)</li> <li>• Opportunity to join The Palace Trust's pension scheme</li> <li>• Opportunity to support your local community through volunteer days</li> <li>• Access to the organisational Employee Assistance Programme</li> <li>• 50% staff discount in The Bishop's Table</li> <li>• Free admission to The Bishop's Palace and discount/free tickets to events</li> <li>• Training and development to undertake the role</li> </ul>
<b>Key internal contacts</b>	<ul style="list-style-type: none"> <li>• Catering Manager</li> <li>• F&amp;B Supervisors</li> <li>• Chef</li> <li>• Visitor Experience Team</li> </ul>

<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's Table café serves locally sourced homemade food and drinks, with one of the best views in Wells. There are also seasonal food &amp; beverage offerings around the site.</p>
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### Person Specification

	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• 3 years' experience of working in busy café or restaurant producing food to order</li> <li>• Experience of maintaining a safe and hygienic kitchen environment</li> <li>• City and Guilds 7061/7062 or NVQ Level 1 and 2</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Food Hygiene Certificate</li> <li>• Understanding of food allergens</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and use initiative</li> <li>• Ability to anticipate problems before they occur</li> <li>• Ability to work under pressure in a fast-paced environment</li> <li>• A passion for hospitality with energy and enthusiasm</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Professional, well presented and punctual</li> <li>• Flexibility in relation to working hours</li> <li>• Willingness to support all members of the organisation and to be flexible in the tasks that are undertaken</li> <li>• Treats people with fairness, respect and consideration without regard for their position, status or background.</li> </ul>	

#### How to Apply:

To apply send your CV along with a cover letter to [recruitment@bishoppalace.org.uk](mailto:recruitment@bishoppalace.org.uk) . Applications will only be considered with a cover letter.

Applications will be considered as received and shortlisted applicants invited to interview.