

Job Description

Job Title	Chef
Hours	Part time hours (16 per week worked over 2 days). Additional hours may be available. Straight day shifts on a rota basis. Normal operating hours 8.00am – 4.30pm.
Salary	FTE - From £28,500 per annum depending on experience and qualifications. Pro-rata for part time hours.
Report to	Head of Catering
Purpose of role	To work within the kitchen team to produce exceptional food cooked to order. Creating menus using seasonal, locally sourced produce to offer an exciting, well costed choice for visitors.
Mission, Vision and Values	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. Our Vision To inspire and touch the lives of many by offering joy, healing, hope and wellbeing. Our Purpose To conserve and share the Palace and its story as a place of enjoyment and reflection for the benefit of all. What we value Authenticity • Inclusivity • Hospitality • Spirituality • Generosity • Sustainability
Key tasks – What The Palace Trust expects	Responsibilities include: • Working closely with the Head of Catering to create, develop, prepare and deliver the high-quality, freshly prepared catering offering • Ensure all hygiene, health and food safety standards are adhered to and show understanding of food allergens. • Ensure good communication and team working amongst kitchen and front of house team. • Assist with ordering, storing stock, rotating supplies and ensuring minimum wastage • Assist in all necessary kitchen duties which may include in the wash up area • Carry out and assist in running of any onsite private events • Adhere to Health and Safety regulations set out by The Palace Trust in accordance with its statutory regulations • Deal with emergencies and first aid incidents, acting as a First Aider and/or Fire Marshall • The post holder will be required to undertake other reasonable duties and responsibilities which are compatible with the overall scope and authority of the appointment

Key internal contacts	Head of Catering Food & Beverage Supervisors Food & Beverage Assistants CEO	Kitchen Assistants Garden & Community Garden Team Finance, HR and Office Visitor Experience Team
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Person Specification

	Essential	Desirable
Knowledge and Experience	• City and Guilds 7061/7062 or NVQ Level 1 and 2 • Min. 3 years' experience working in busy catering environments and producing food to order • Experience of maintaining a safe and hygienic kitchen environment and of carrying out compliance • 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	• Level 2 Food hygiene certificate • First Aid at Work • Level 3 Food Hygiene certificate
Skills and abilities	• Ability to work under pressure while maintaining high standards. • Ability to remain calm during busy times • Excellent communication and organisational skills • Ability to work as part of the team and use your own initiative. • A passion for hospitality with energy and enthusiasm	
Personal Attributes	• Professional, well-presented and punctual • Flexibility in relation to working hours that will include weekends and bank holidays • Willingness to support all members of the organisation and to be flexible in the tasks that are undertaken • Treats people with fairness, respect and consideration without regard for their position, status or background.	

TO APPLY:

Please send your CV along with a cover letter to recruitment@bishopsalace.org.uk

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

Ideal start date November 2025.

For further information and to apply please visit our website:

<https://bishopsalace.org.uk/about/jobs/>

