



The Bishop's Palace  
WELLS · SOMERSET

### Job Description

<b>Job Title</b>	Kitchen Assistant	
<b>Hours</b>	Full or Part Time hours available. Full time (37 Hours per week) Part time (16 -32 per week) Hours on rota basis and will include weekdays, weekends, bank holidays and occasional evenings.	
<b>Pay</b>	From £13.45 per hour (Real Living Wage) based on experience	
<b>Reports to</b>	Catering Manager	
<b>Purpose of role</b>	To work within the team to deliver the daily catering offering. 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 with the preparation of high quality, freshly prepared food made to order</li> <li>• Assist the Chef to ensure all health and food safety standards are adhered to and understand food allergens</li> <li>• Assist with storing stock, rotating supplies and ensuring minimum wastage</li> <li>• Responsible for the washing up area of the kitchen</li> <li>• Assist in clearing and cleaning café tables</li> <li>• Assist with serving of food to customer tables</li> <li>• Assist with the cleaning of the kitchen, and café as required</li> <li>• Maintain high levels of cleanliness and hygiene at all times</li> <li>• Assist with all necessary kitchen duties</li> <li>• Carry out and assist in 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>• 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>• 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 Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Chef</li> <li>• Visitor Experience Team</li> </ul>
<b>About The Bishop's Palace</b>	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	

	<p>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. In addition, there are several seasonal food outlets available across the site.</p>
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### Person Specification

	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• 2 years’ experience of working in busy café or restaurant</li> <li>• Experience of food preparation made to order</li> <li>• Experience of maintaining a safe and hygienic kitchen environment</li> <li>• Customer service experience</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Food Hygiene Certificate</li> <li>• Understanding of food and drink allergens</li> <li>• Barista experience</li> <li>• A-levels or equivalent</li> <li>• Experience handling money</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>• Fantastic customer service skills</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 that will include weekends and bank holidays</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@bishopsplace.org.uk](mailto:recruitment@bishopsplace.org.uk) . Applications will only be considered with a cover letter.

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

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

