

Job Description

Job Title	Cold Prep Cook / Chef
Hours	Full-Time 37.5 pw. Normal hours 8.00am – 4.30pm. Part-time hours can be considered. Straight day shifts on a rota basis.
Salary	From £26,620 per annum (FTE) 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, specifically the cold preparation including sandwiches, salads and garnishes. Assisting with 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 Bishop's Palace expects	Responsibilities include: • Working closely with the Head of Catering and Chef to create, develop, prepare and deliver the high-quality, freshly prepared catering offering • Responsible for the cold preparation of sandwiches, salads and garnishes • Ensure all hygiene, health and food safety standards are adhered to and show understanding of food allergens. • Assist with serving of food to customer tables as required • Assist with clearing and cleaning café tables as required • Assist with cleaning of the kitchen and assisting in the washing up area • Assist with replenishing and rotating café stock • 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 Bishop's Palace 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 Chefs F&B Team	Kitchen Assistants Garden & Community Garden Team

Person Specification

	Essential	Desirable
Knowledge and Experience	- City and Guilds 7061/7062 or NVQ Level 1 and 2 - Min. 2 years' experience working in busy catering environments and producing cold 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	- First Aid at Work - Level 2 Food Hygiene and Food Allergen Certificates(or willingness to complete)
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@bishopspalace.org.uk

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

For further information and to apply please visit our website:

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

