

# St Edmundsbury Cathedral



**Job Title:** Cook / Chef  
**Location:** Pilgrims' Kitchen  
**Accountable to:** Enterprises Catering Manager, Working for St Edmundsbury Cathedral Enterprises Limited  
**Job Summary:** To support the Chef Management Team in providing a quality menu for our customers.

## Terms of Employment

*Rate of Pay:* £10.00 per hour

*Hours of Work:* Four days per week plus the option of additional work on a flexible basis when required.

*Annual Leave:* 25 days paid leave per leave year pro rata. This is exclusive of public holidays. This will be accrued and paid quarterly.

## Pilgrims' Kitchen

St Edmundsbury Cathedral Enterprises Limited is made up of The Cathedral Shop and Tourist Information Point, Pilgrims' Kitchen (café/restaurant) and the Edmund Room for our external bookings and events. Enterprises, the trading 'arm' of the Cathedral, exists to assist in meeting the needs of the visitors and to increase revenue to the Cathedral.

Pilgrims' Kitchen is a vital part of the Cathedral's ministry to visitors. Its aim is to provide a welcoming and relaxing environment for all to enjoy. Pilgrims' Kitchen is open Monday to Saturday 9.00am to 5.00 pm, closing at 4pm in the winter. Due to popular demand we are now open on Sundays 9.30am-3.30pm. Accessed via the elegant Cloisters, Pilgrims' Kitchen offers all visitors a warm welcome and a great place to eat and meet.

Formerly known as The Refectory, Pilgrims' Kitchen now has an outdoor covered seating area to complement our indoor space with rustic furniture, quirky chapel chairs and heritage colours. Comfy sofas offer a more relaxed area for a cup of coffee, or the chance to catch up friends – young friends are catered for too, with highchairs and toys. Wi-Fi is available. We are delighted to be offering Fairtrade tea, James White Apple juice and a choice of Fairtrade wine or the iconic Greene King St Edmund's ale.

Food is home cooked including cakes and scones that are baked on the premises. Where possible ingredients are locally sourced. Customers order at the counter, and the staff take the freshly prepared meal over to the customers.

St Edmundsbury Cathedral is a lively and exciting place in which to work. The completion of major building works has seen the Cathedral grow in size and activity and the place has become busier. The extraordinary variety of people who are associated with the Cathedral and the remarkable diversity of the events which take place here mean that there is much to capture the imagination of the Cathedral's employees, much to be done, and much to enjoy.

## **Responsibilities**

- To prepare and cook the breakfast and lunch menu, an example menu is shown below.
- To support the manager by undertaking all duties which ensure that the storage on delivery, preparation, cooking, service and storage for reuse are carried out to the standards normally expected within a good quality commercial establishment.
- To ensure that Pilgrims' Kitchen provides a warm and welcoming atmosphere to Customers.
- To ensure that the usage of raw materials is controlled and wastage minimised.
- To ensure compliance in all food related areas with any health, hygiene and safety legislation by all members of staff.
- To be responsible for maintaining records for the purpose of due diligence which shall include temperature logging of foods and equipment; date and contents marking of decanted foods and prepared foods; maintenance of an effective 'use by' system and completion of kitchen cleaning schedules.
- To ensure that cooking and preparation areas and equipment are maintained in an organised and clean state during open hours and left clean and tidy at the end of each working shift.
- To advise the Manager of any equipment or building maintenance requirements that may be required.
- To action the requirements of the daily, weekly and monthly kitchen cleaning schedules. Complying with food hygiene regulations and ensure Pilgrims' Kitchen is kept clean and tidy and that standards are maintained.
- In the absence of the Manager to undertake responsibilities for all operations including front of house and control of staff, customer care and cash.
- As a senior member of staff to be available, given adequate notice, for occasional events and activities that occur outside or normal opening hours including the supervision of events in the absence of the Manager.
- To be familiar and comply with Cathedral Policies where applicable but in particular the Health & Safety Policy, the Safeguarding Policy and the Cathedral's Social Media Policy.
- To undertake professionally and appropriately any other duties reasonably requested

## **Person Specification**

- Previous experience of working in a catering environment is preferred
- Basic cooking skills
- Working knowledge of relevant Health & Safety legislation
- Health & Hygiene Certificate
- Strong organisational skills
- To be able to work as part of a team
- Excellent Customer Service skills
- Energy, enthusiasm and a good sense of humour
- Excellent interpersonal skills
- A proven ability to maintain good relationships with colleagues and customers
- A 'can do' attitude
- Training will be given.

## Example Menus

<u>Pilgrims Kitchen</u>	
Brunch Served from 9-2pm	*Lunch Served* 12-2pm
Pilgrims Kitchen Breakfast	£9.15
Eggs Benedict	£5.95
Homemade Soup Of The Day, Crusty Bread	£4.95
Vegetable Quiche, Salad Garnish	£4.95
Homemade Sausage Roll, Chilli Dip	£3.10
Pilgrims Rarebit, Salad Garnish, Bacon	£7.55
Guacamole, Mushroom & Marmite on Toast	£5.85
Ham, Eggs, Chips And Peas	£8.75
Falafel And Humous Salad	£7.55
Deep Fried Mozzarella Sticks, Cranberry Sauce	£5.55
Mushroom And Spinach Linguine	£8.50
Sweet Potato Fries	£2.95
Chunky Chips	£2.95
Deep Fried Whitebait, Lemon Mayonnaise	£5.85
Lamb Hot Pot And Vegetables	£9.45
Apple And Raspberry Crumble & Custard	£4.75
Selection Of Alder Tree Ice Creams	£2.50

<u>Jacket Potatoes</u>	
Tuna And Red Onion Mayonnaise	£5.95
Homemade Coleslaw	£5.95
Cheddar Cheese	£5.95
Baked Beans	£5.95
Cheese And Beans	£6.25
Chicken And Bacon With Mayonnaise	£5.95
<u>Sandwiches</u>	
Hot Bacon Sandwich	£4.35
Hot Sausage Sandwich	£4.35
Tuna And Red Onion Mayonnaise	£4.95
Chicken And Bacon Mayonnaise	£4.95
Egg And Salad	£4.95
Ham And Stokes Piccalilli	£4.95
Cheddar Cheese And Tomato	£4.95
Brie And Cranberry	£4.95
Sweet Potato Fries	£2.95
Portion Of Chips	£2.95