

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 1 February 2018

Interviews are planned for: TBC

Produced by:
Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588
Email: resourcing@essex.ac.uk



University of Essex Campus Services Limited (UECS) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of UECS and some aspects of the information provided on the University recruitment website will not apply to this appointment. The Terms of Appointment relating to this post are published on the website alongside this document.

Data Protection: UECS shares recruitment data with the University of Essex who provide human resources services.

JOB DESCRIPTION – Post ref REQ01121

Job Title and Grade:	Catering Assistant, UECS Band A
Contract:	Permanent, Part-time
Hours:	20 hours per week (Monday to Friday)
Salary:	£15,932 pro rata rising to £16,744 pro rata on successful completion of probationary period
Department/Section:	Wivenhoe Park Day Nursery
Responsible to:	Catering Operations Manager
Reports on a day to day basis to:	Deputy Manager, Wivenhoe Park Day Nursery
Purpose of job:	To provide a catering service for approximately 130 children age 3 months to 5 years on a daily basis

Duties of the Post:

The main duties of the post include:

1. To undertake light cooking duties and meal preparation, ensuring meals are served as required for the children.
2. Operate catering equipment.
3. Carry out stock checks and maintain inventory records of all food store cupboards. Ensure all store cupboards are kept clean and tidy and that all paperwork is up to date.
4. Distribute, clear and clean food trolleys, crockery and cutlery at the end of each mealtime.
5. Ensure the highest level of food hygiene, safety and cleanliness in the kitchen at all times.
6. Follow Health and Safety guidelines at all times.
7. Maintain good relations with customers and colleagues, being professional and courteous at all times.
8. Report any equipment requiring repair or maintenance.
9. Any other duties as may be assigned from time to time by the Catering Operations Manager or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

January 2018

PERSON SPECIFICATION

JOB TITLE: Catering Assistant

Qualifications /Training

	Essential	Desirable
▪ Possess a basic food hygiene certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ NVQ Level 2 in Customer Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of food preparation in a childcare or catering environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Understanding of Food Hygiene Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of food allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Awareness and knowledge of Health and Safety legislation relating to safe working methods	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Good verbal communication and listening skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work unsupervised and as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to prioritise tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Be able to undertake the physical aspects of the post including manual handling, lifting, carrying, pushing and pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Be able to read and understand any Health and Safety information in order to carry out the safe use of chemicals and equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A flexible approach to working hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to fulfil the requirements of a DBS check (see general information)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

January 2018

University of Essex Campus Services Limited

Additional Information

Wivenhoe Park Day Nursery

You can find more information about the department at the following link:

<http://www.wivenhoeparkdaynursery.co.uk/>

Hours of work: 10.30-2.30, Monday to Friday

Informal enquiries may be made to Heleanna Phair (telephone: 01206 873224 e-mail: h.phair@essex.ac.uk). However, all applications must be made online.

General Information

Due to the nature of the work, applicants who are offered employment will be subject to a criminal record check (known as a Disclosure) by the Disclosure and Barring Service before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions.

We encourage applicants to provide details of all warnings, reprimands, cautions or criminal offences at an early stage in the application process. Should you wish to declare such information, please email the Resourcing Team in confidence, (resourcing@essex.ac.uk) attaching brief details. We guarantee that this information is shared only with the recruiting manager.

A copy of the University of Essex policy on the recruitment of ex-offenders is available on the University website: <http://www.essex.ac.uk/hr/policies/docs/CRBdocumentpolicy.pdf>

Having a criminal record will not necessarily bar you from working with us – this will depend on the nature of the position and the circumstances and background to your offence.

Benefits

• competitive salaries	• training and development
• childcare facilities/vouchers	• generous holiday scheme

Campus Services will focus on 5 core principles:

1. To develop and operate the commercial facilities at the University of Essex with the highest standards of customer care and value for money to enhance the student and staff experience.
2. To collaborate with Academic Departments and Professional Services.
3. To engage actively with the local and regional community to further the reputation of the University of Essex.
4. To champion a team culture with succession planning and remuneration firmly anchored on performance.
5. To deliver annual growth in surplus for the University of Essex.

Campus Services

Created in 2010, the Campus Services directorate brings together existing staff and student commercial services, with a combined turnover of £21m and total staff of over 230 full-time equivalents. Services delivered under the Campus Services umbrella are critical to enabling the University to deliver the objectives in its strategic plan – improving the student experience, facilitating growth and improving the financial performance of the University.

Some business units within Campus Services – Event Essex, Print Essex and Wivenhoe Park Day Nursery – are part of University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex.

Accommodation Essex

Accommodation Essex contributes to a positive student experience by providing a safe and supported environment in which students can develop personally and academically. The University of Essex offers a wide range of accommodation suited to a variety of needs all within walking distance of the academic departments and campus facilities at both Southend and Colchester campuses.

You can find more information about the department at the following link

<http://www.essex.ac.uk/accommodation/>

Essex Sport

The Colchester Campus Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million Evolve gym and fitness rooms. At the Southend Campus there is the Evolve Gym and a wide range of opportunities to participate in sport, exercise and health at great value for students, staff and the local community.

Wivenhoe House Hotel

Wivenhoe House is a four star country house hotel, set in parkland on campus. It is also home to the Edge Hotel School.

Essex Food

Through their many catering outlets and delivered hospitality service, Essex Food provides a professional and courteous customer led service to students, staff and visitors. The promotion of a nutritious, and value for money hospitality service, together with respect and dignity for customers and staff are the cornerstones of their business.

Event Essex

Event Essex promotes the vast range of University of Essex conference, meeting and event venues in Colchester and Southend to businesses and public sector organisations locally, regionally and nationally. The dedicated team offers an expert event planning and co-ordination service.

Print Essex

Print Essex provides a high quality design, copy and print service at competitive prices to all users, both on and off campus.

Wivenhoe Park Day Nursery

Set in the peaceful surroundings of Wivenhoe Park, the purpose built Wivenhoe Park Day Nursery offers outstanding day care to children from 3 months to 5 years, as well as holiday clubs for children from 5-11 years. Places are open to all, including the public.

everythingEssex

In 2011, Campus Services began co-ordinating official University of Essex merchandise and gifts. This exciting project included product development and improving routes to market. Merchandise is available on the **everything Essex** outlet at the Colchester campus or on-line at

<http://www.essex.ac.uk/everythingessex/>

Further information on Campus Services can be found via www.essex.ac.uk/uecs.

University of Essex Campus Services Limited

The successful candidate will be employed by University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex. The company was established to manage the commercial operations at the University of Essex. The terms of employment for this role are specific to University of Essex Campus Services Ltd.

General Information

Informal enquiries may be made to Helena Newton, Deputy Head of Accommodation (Administration and Systems) (telephone: 01206 873112 e-mail: hnewton@essex.ac.uk). However, all applications must be made online.

No Smoking Policy

University of Essex Campus Services Limited has a No Smoking policy.

The University of Essex – a profile

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, we have grown in both reputation and size. There are now more than 10,000 students studying at three campuses – in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into four faculties – Humanities, Science and Health and Social Sciences.

January 12018