

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 tell us why you are interested in this job and 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.

We are proud to have been a Two Ticks employer since August 2008 and, as part of our commitment to this scheme, we guarantee an interview to any candidate with a disability who meets the essential criteria for the post. 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.

As a wholly owned company of the University of Essex, University of Essex Campus Services Limited adheres to the principles of the University Two Ticks policy.

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 University Recruitment Team (01206- 874588/873521) for help.

Please note that this advert is part of a rolling recruitment campaign. At the time you make your application there may not be a current vacancy. You will be notified shortly as to the outcome of the application, however if you do not hear anything within 6 weeks please contact the Resourcing Team and we will confirm this with you. If your application is of interest to us but there is not a vacancy at the time of applying, your application will be placed on hold. Previous applicants do not need to re-apply.

Produced on behalf of University of Essex Campus Services Limited by:
University of Essex Resourcing Team
Wivenhoe Park
Colchester
CO4 3SQ

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 – Job ref: REQ00284

Job Title and Band:	Chef - Fusion Grill, Band C
Contract:	Permanent, full-time and term time
Hours:	38 hours per week
Salary:	£18,269 per annum (pro rata for part time)
Department / Section:	Essex food
Responsible to:	Assistant Director UECS Operations
Reports on a day to day basis to:	Catering Operations Manager
Purpose of job:	Assist the successful running of our 120 seater grill and Asian wok restaurant. Working to ensure customer service excellence.

Duties of the Post:

1. To cook for a 120 seater restaurant with Theatre style kitchen
2. To be responsible for food production and presentation to a high standard and ensure this standard is maintained throughout the business
3. To maintain control of portion size and ensure waste to be minimised.
4. Replenishing fresh food stock throughout the day, ensuring a smooth service delivery at all times.
5. Maintain and uphold high standards of food hygiene, safety and cleanliness in the kitchen and to ensure that current legislative requirements are being met.
6. To bring new ideas to the work place
7. Have the ability to work unsupervised
8. Any other duties as may be assigned from time to time by the Assistant Director UECS Operations or his/her nominee.
9. Attend training sessions as required and adhere to procedures and methods as laid down by the University;
10. Attend training session when required
11. Adhere to procedures and methods as laid down by the University;

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 and do not form part of the contract of employment.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit: <http://www.essex.ac.uk/hr/uecs/>

August 2016



University of Essex Campus Services Limited

PERSON SPECIFICATION

JOB TITLE: Chef Manager – Fusion Grill	POST REF: REQ00284
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Qualifications /Training	Essential	Desirable
▪ A minimum of 2 years catering training leading to a culinary qualification	X	
▪ Catering/Hospitality qualification		X

Experience/Knowledge	Essential	Desirable
▪ Experience in a similar role	X	
▪ Knowledge of current food trends	X	

Skills/Abilities	Essential	Desirable
▪ Passionate 'Foodie' with a desire to provide customers with outstanding food and service	X	
▪ Excellent Communication skills	X	
▪ Sound knowledge of Hygiene, Health and Safety	X	
▪ Motivated by a passion for quality and great service delivery	X	
▪ Interpersonal, administrative and organisational skills	X	
▪ A 'Can-do' attitude	X	
▪ Ability to deal with both internal and external customers	X	

Other	Essential	Desirable
▪ The ability to meet the University Food Handler Health clearance requirements	X	
▪ The ability to meet the requirements of UK 'right to work' legislation*	X	

* UECS Ltd 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.

August 2016

University of Essex Campus Services Ltd

Additional Information

Benefits

<ul style="list-style-type: none"> • competitive salaries 	<ul style="list-style-type: none"> • training and development
<ul style="list-style-type: none"> • childcare facilities/vouchers 	

University of Essex Campus Services: Strategic Plan 2014-2019

Strategic aims:

1. To develop innovative and exciting spaces which inspire creativity and achievement in work and play.
2. To view every customer interaction as an opportunity to share a positive experience.
3. To support the creation of a vibrant living community through delivering life-changing individual experiences.
4. To optimise the surplus delivered by high quality, sustainable services for reinvestment in the core University activities of excellence in education and research.
5. To develop a dynamic and supportive team culture anchored on high performance, staff development and succession planning.

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 – Venue Essex, Print Essex and 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.

Sports Centre

The Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million Evolve gym and fitness rooms in Colchester and the new Evolve Southend 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

This ambitious £11 million project has both restored the Georgian glory of Wivenhoe House as a 4 star country house hotel and also created the home of the Edge Hotel School. The hotel offers luxury suites and rooms, a 100 seater Brasserie, fine dining, and flexible spaces for meetings and events. As the Edge Hotel School, this will be a unique environment, where hotel staff are future leaders of the hospitality industry, working and learning alongside the best of industry professionals.

Hospitality Essex

Through their many catering outlets and delivered hospitality service, Hospitality Essex 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.

Venue Essex

Venue 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.

Day Nursery

Set in the peaceful surroundings of Wivenhoe Park, the purpose built 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/merchandise/> 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 Mervyn Smith, Operational Services Manager (Hospitality Essex) Tel; 01206 872386 e-mail; mgsmit@essex.ac.uk. However, 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 9,000 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into three faculties – Humanities, Science and Health and Social Sciences.

The University is unusual in that it has formed a small number of large partnerships with further education providers of higher education. The Colchester Institute, the South East Essex College along with the jointly owned UCS* (University Campus Suffolk) between them teach over 8,000 students studying for University of Essex awards. Combined with the University, there are over 17,000 students studying for University of Essex degrees.

* University Campus Suffolk is jointly owned with University of East Anglia

August 2016