

## RECRUITMENT PACK



This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### 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 (e.g. 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 **AccessAble** 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 876559) for help.

Closing Date: 25 March 2019

Interviews are planned for: TBC



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 – REQ2446

<b>Job Title and Grade:</b>	Catering Supervisor UECS Band C
<b>Contract:</b>	Permanent, Full-time
<b>Hours:</b>	38 hours per week
<b>Salary:</b>	£19,754 per annum
<b>Department/Section:</b>	UECS / Essex Food
<b>Responsible to:</b>	General Manager
<b>Reports on a day to day basis to:</b>	Unit Supervisor
<b>Responsible for:</b>	Catering Assistants
<b>Purpose of job:</b>	To support the Unit Manager in ensuring the smooth operation of the catering outlets.

### **Duties of the Post:**

The main duties of the post will include:

1. Organise the catering team: their tasks, schedules and information meetings.
2. Promote a welcoming environment where colleagues, clients and customers receive great service.
3. Staff supervision: recruitment, training, feedback.
4. Operating catering equipment.
5. Monitoring customer service levels.
6. Ensure the quality of service and service provision.
7. Maximise restaurant occupancy.
8. Ensure on-going profitability and have knowledge of financial matters.
9. Assist with increasing restaurant sales.
10. Complying with all hygiene standards.
11. Cash handling.
12. Producing Rotas.

Undertake any other duties that may be assigned by the General 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.***

### **Terms of Appointment**

For a full description of the terms of appointment for this post please visit:  
<https://www.essex.ac.uk/staff/working-at-essex/uecs-staff>

March 2019

## PERSON SPECIFICATION

**JOB TITLE: Catering Supervisor**

### Qualifications /Training

	<b>Essential</b>	<b>Desirable</b>
▪ Catering qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Minimum of 5 GCSE's grade A-C including mathematics and English or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Basic Food Hygiene Certificate or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Experience/Knowledge

	<b>Essential</b>	<b>Desirable</b>
▪ Previous customer-facing experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience within the service industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Basic knowledge of budgets and finance principles	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Previous involvement or assistance with the recruitment of staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience in a supervisory capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Cash handling experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of Food Hygiene Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Skills/Abilities

	<b>Essential</b>	<b>Desirable</b>
▪ Excellent customer service, interpersonal and communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to motivate and train team members	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to supervise staff and delegate duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good numeracy skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to prioritise tasks and manage time effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work as part of and lead a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong IT skills including E-mails and use of Microsoft Word and Excel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Ability to soft-sell or up-sell additional food or services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Passion for excellence in customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Other

	<b>Essential</b>	<b>Desirable</b>
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Honesty and reliability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Must be able to undertake the manual aspects of the post, some of which will require physical effort	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Satisfactory University Food Handling health clearance by the University Occupational Health service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Flexible approach to working hours. Evening and weekend work will be required	<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>

March 2019

**University of Essex Campus Services Limited**

ADDITIONAL INFORMATION

**UECS / Essex Food**

You can find more information about the department at the following link: <https://www1.essex.ac.uk/catering/>

**General Information**

Informal enquiries may be made to Darren Tyers, Retail Manager (telephone: 01206 2386 e-mail: [dtyers@essex.ac.uk](mailto:dtyers@essex.ac.uk)). However, all applications must be made online.

**Benefits**

▪ <b>competitive salaries</b>	▪ <b>training and development</b>
▪ <b>childcare facilities</b>	▪ <b>generous holiday scheme</b>

**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 refurbished gym and fitness rooms. There are 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.

Further information on Campus Services can be found via [www.essex.ac.uk/uecs](http://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.

### **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 three faculties – Humanities, Science and Health and Social Sciences.

**This document is produced by:**

**Resourcing Team**



University of Essex Campus Services Limited

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