



RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

Please complete the short on-line application form, which includes some standard questions, and attach the following documents. (Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

- a. A covering letter - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined in the Person Specification.
 - b. Curriculum vitae - giving full details of your qualifications and experience to date.
- 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.

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.

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.

Closing Date: 30 July 2017

Produced on behalf of Wivenhoe House Hotel Limited by:

University of Essex Resourcing Team

Human Resources

Wivenhoe Park

Colchester CO4 3SQ

United Kingdom

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Wivenhoe House Hotel Limited (WHH) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of WHH 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: WHH shares recruitment data with the University of Essex who provide Human Resources services.

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www.wivenhoehouse.co.uk



Wivenhoe House Hotel Limited

JOB DESCRIPTION – Job ref REQ00666

Job Title and Grade:	Sous Chef Band 6
Contract:	Permanent, full-time
Hours:	A notional minimum of 40 hours per week, 5 days from 7
Salary:	£25,102 per annum
Department/Section:	Wivenhoe House Hotel Ltd
Responsible to:	General Manager, Wivenhoe House Hotel
Reports on a day to day basis to:	Head Chef
Responsible for:	Team of Kitchen Staff
Purpose of job:	To support and assist the Head Chef and Senior Sous Chef to ensure the smooth running of the kitchen, alongside the students of Edge Hotel School, demonstrating a level of professionalism at all times

Duties of the Post:

The duties of this post, some of which will require physical effort such as standing for long periods and working in hot conditions will include the following:

1. Preparation and production of high quality food at all times.
2. Deputising in the absence of the Head Chef and Senior Sous Chef.
3. Planning and costing menus.
4. Production of kitchen staff and student rotas.
5. Procuring food and managing supplier relationships.
6. Working within agreed budgets and meeting budget targets.
7. Supervising and developing the team and students of EHS.
8. Work closely with the Front of House team to enhance product knowledge and increase the customer experience.
9. Ensuring the highest level of food hygiene and health and safety standards in the kitchen at all times.
10. Complying with health and safety legislation.
11. Undertake any reasonable duties as directed by the Head Chef or his/her 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.

May 2017

PERSON SPECIFICATION

JOB TITLE: Sous Chef

Qualifications /Training

	Essential	Desirable
▪ NVQ level 3 or equivalent (professional cookery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Intermediate level Food handler certificate	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Previous 4 or 5 star hotel experience or worked within a quality establishment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ COSHH knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Substantial previous experience as a Chef at a similar level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of planning and costing menus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Working knowledge of budgets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Previous experience of managing a cost centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of managing a catering team	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Ability to cook to a high standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability and understanding of both classic and modern cooking techniques	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to employ a diverse range of cookery skills that can be adapted to the local environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Supervisory skills such as coaching / motivating team members and delegating work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to organise and prioritise e.g. plan kitchen rotas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Creative approach to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good IT skills including effective use of Microsoft Word and Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Passion for excellence in customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent communication skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Be able to undertake the physical aspects of this post	<input checked="" type="checkbox"/>	<input type="checkbox"/>



* The Company 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, for example a UK/EEA passport or identity card; a full UK birth certificate; a Home Office document or visa evidencing the right to take this employment. 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>

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Wivenhoe House Hotel Limited is registered in England and Wales with registered number: 07075571
and the registered office is Wivenhoe Park Colchester Essex CO4 3SQ VAT number 985 1699 59



Wivenhoe House Hotel Limited

Additional Information

A minimum of 40 hours per week, 5 days from 7.

Informal enquiries may be made to Simon Morris, Head Chef (telephone: 01206 863666 e-mail: info@wivenhoehouse.co.uk). However, all applications must be made online.

Benefits

▪ competitive salaries	▪ training and development
▪ childcare facilities/vouchers	

Essex 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 – Venue Essex, Print Essex, Hospitality Essex and Day Nursery – are part of University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex.

Wivenhoe House Hotel (Opening in June 2012)

This ambitious £11 million project 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 home of the Edge Hotel School, this is a unique environment, where hotel staff are future leaders of the hospitality industry, working and learning alongside the best of industry professionals.

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

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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

Including the new £1.4 million Evolve gym and fitness rooms, the Sports Centre offers excellent indoor and outdoor facilities and a wide range of opportunities to participate in sport, exercise and health at great value for students, staff and the local community.

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.

Merchandising

From 2011, Commercial Services will be co-ordinating official University of Essex merchandise and gifts. This exciting project includes product development and improving routes to market.

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

Wivenhoe House Hotel Limited

The successful candidate will be employed by Wivenhoe House Hotel Limited, a wholly owned subsidiary of the University of Essex. The terms of employment for this role are specific to Wivenhoe House Hotel Ltd.

No Smoking Policy

Wivenhoe House Hotel 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. We employ more than 2,000 members of staff.