



## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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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. 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.
- b. Curriculum vitae - giving full details of your qualifications and experience to date;

**NB. Please do not provide references or other non-requested documents.**

- 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.

If you are invited to attend an interview, you will receive an email with details of the arrangements.

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 (01206-874588/873461) for help.

Closing Date: 23 April 2018

Interviews are planned for: To be confirmed

**Produced on behalf of Wivenhoe House Hotel Limited by:**  
**University of Essex Resourcing Team**  
Human Resources  
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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.**

Wivenhoe House Wivenhoe Park Colchester CO4 3SQ  
[www.wivenhoehouse.co.uk](http://www.wivenhoehouse.co.uk)



**Wivenhoe House Hotel Limited**

**JOB DESCRIPTION – Job ref REQ01205**

<b>Job Title and Grade:</b>	Breakfast Chef/Chef De Partie, Grade 3
<b>Contract:</b>	Permanent, full-time
<b>Hours:</b>	A notional 40 hours per week, to be worked flexibly over 5 days from 7
<b>Salary:</b>	£18,406 per annum
<b>Department/Section:</b>	Wivenhoe House Hotel, Kitchen
<b>Responsible to:</b>	Head Chef
<b>Reports on a day to day basis to:</b>	Head Chef
<b>Purpose of job:</b>	To assist and support in the preparation and production of high quality food products during morning and lunchtime service and functions.

**Duties of the Post:**

*Please note that applicants must be able to carry out the physical aspects of the post which will include working in hot conditions.*

The duties of this post will include:

1. Preparation and production of high quality foods at all times.
2. Working within agreed budgets and regulations, and meeting budget targets.
3. Supervising and mentoring Edge Hotel School students and less experienced brigade members.
4. Work closely with the Food and Beverage team to enhance product knowledge and increase the customer experience.
5. Some planning and pricing of menus.
6. Ensuring the highest level of food hygiene in the kitchen at all times.
7. Ensuring health and safety legislation is complied within the Kitchen areas.
8. Working predominantly morning shifts dependent on operational requirements.
9. Preparation of guests' breakfasts and cooking to order
10. Preparation of staff lunch
11. Assisting with mis en place for functions and events as required
12. Any other such duties that may be required from time to time by the Head Chef or their nominee.

Wivenhoe House is home to the Edge Hotel School; students studying a degree in hospitality management work alongside staff of Wivenhoe House as part of the vocational experience of their degree.

***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:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

**March 2018**

Wivenhoe House Wivenhoe Park Colchester CO4 3SQ  
[www.wivenhoehouse.co.uk](http://www.wivenhoehouse.co.uk)

**PERSON SPECIFICATION**

**JOB TITLE:** Breakfast Chef/Chef De Partie

**Qualifications/Training**

	<b>Essential</b>	<b>Desirable</b>
▪ NVQ level 3 or equivalent (professional cookery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Food Handlers Certificate	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Experience/Knowledge**

	<b>Essential</b>	<b>Desirable</b>
▪ Previous experience of working in a quality hotel or quality restaurant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Working knowledge of budgets and waste management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ COSHH knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of organising, prioritising and managing a section	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of coaching/mentoring in a kitchen environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Skills/Abilities**

	<b>Essential</b>	<b>Desirable</b>
▪ Cook to a standard expected in a four star hotel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Ability to supervise a small team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Creative and flexible approach to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Calm and well organised approach to work	<input checked="" type="checkbox"/>	<input 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"/>
▪ Be able to undertake the physical aspects of this post	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Meet the food handlers pre-employment health clearance requirements	<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 2018**



## Additional Information

### Wivenhoe House Hotel

Wivenhoe House is as a 4 star country house hotel and home of the Edge Hotel School. The hotel offers luxury suites and rooms, a 100 seater Brasserie, afternoon tea, and flexible spaces for meetings and events. As the home of the Edge Hotel School, this is a unique environment, where alongside learning the academic theory, hotel staff are future leaders of the hospitality industry, working and learning alongside you and other industry professionals.

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 Limited.

You can find more information about the department at the following link: <http://www.wivenhoehouse.co.uk/>

### Benefits

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

- Discount of 50% on overnight stays and food and 20% on beverages
- Free overnight stay for two people including dinner for every year of service
- Dry cleaning service for staff uniform
- Monthly employee recognition programme

### General Information

Informal enquiries may be made to Simon Morris, Head Chef (telephone: 01206 863666). However, applications must be made online.

### 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.

We are an internationally diverse campus university with a genuine longstanding commitment to internationalization. Today more than 130 countries are represented within the student body and 38% of our students are from overseas.