



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. 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 876559) for help.

Closing Date: **18** November 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



Wivenhoe House Hotel Limited

JOB DESCRIPTION – REQ01918

Job Title and Grade:	Commis Chef Grade 2
Contract:	Permanent, Full-time
Hours:	A notional 48 hours per week, to be worked flexibly 5 days from 7
Salary:	£19,868 per annum
Responsible to:	Head Chef
Reports on a day to day basis to:	Head Chef
Purpose of job:	To assist with the preparation and production of food to the quality expected of a restaurant within a 4 star hotel.

Duties of the Post:

The main duties of the post, some of which will require physical effort and working in hot conditions will include:

1. Preparation and production of high quality foods at all times.
2. Maintain the standards in food preparation as expected at Wivenhoe House Hotel.
3. Work closely with the Front of House team to enhance product knowledge and increase the customer experience.
4. Ensure the highest level of food hygiene in the kitchen at all times.
5. Comply with health and Safety legislation.
6. Provide cover in other areas of food production during periods of absence.
7. Help to control costs by minimising spoilage and waste, ensuring proper storage and exercising strict portion control.
8. Work closely with the professional practitioners and academic practitioners to ensure that students receive appropriate mentoring and coaching to achieve their required learning outcomes.
9. Report any equipment in the section which requires repair or maintenance.
10. Ensure freshness and suitability of products used by the section.
11. Any other duties as may be assigned from time to time by the Head of Department 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.

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Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/whh/default.aspx>

October 2018

Wivenhoe House Wivenhoe Park Colchester CO4 3SQ
www.wivenhoehouse.co.uk

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



PERSON SPECIFICATION – REQ01918

JOB TITLE: Commis Chef

Qualifications/Training

	Essential	Desirable
▪ NVQ Level 2 or equivalent (professional cookery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Food handlers' basic certificate	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Previous food preparation experience preferably within quality restaurants	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Working knowledge of kitchen equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Complete command of culinary basics	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Good time management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to organise and prioritise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to follow instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A willingness to learn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work in a team environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent communication skills, including listening	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Passion for excellence in customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to undertake the physical aspects of this role	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to share knowledge with Edge Hotel Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet requirements of the UK right to work legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Meets the food handlers health clearance requirements	<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.



Wivenhoe House Hotel Limited

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

- Competitive salaries
- Training and development
- Childcare facilities
- Generous holiday allowance
- 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, e-mail: smorris@wivenhoehouse.co.uk). However, all 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.

An internationally diverse campus university with a genuine longstanding commitment to internationalisation, today more than 130 countries are represented within the student body and 38% of our students are from overseas.