



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
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 876559
Email: resourcing@essex.ac.uk

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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Wivenhoe House Hotel Limited

JOB DESCRIPTION – REQ01919

Job Title and Grade:	Demi Chef De Partie Grade 3
Contract:	Permanent, full-time
Hours:	A notional minimum of 48 hours per week, to be worked flexibly 5 days from 7
Salary:	£21,395 per annum
Department/Section:	Wivenhoe House Hotel - Kitchen
Responsible to:	Head Chef
Reports on a day to day basis to:	Head Chef
Purpose of job:	To assist and support in the preparation and production of high quality food products.

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, maintaining the standards as expected at Wivenhoe House Hotel.
2. Work closely with the Food and Beverage team to enhance product knowledge and increase the customer experience.
3. Provide cover in other areas of food production during periods of absence.
4. Working within agreed budgets and regulations, and meeting budget targets.
5. Planning and pricing of menus.
6. Responsible for mis en place for any day to day corporate functions, events, parties, weddings and also full restaurant service.
7. Undertake the occasional breakfast shift, much of which is cooked to order.
8. Help to control costs by minimizing spoilage and waste, ensuring proper storage and exercising strict portion control.
9. Supervising and mentoring Edge Hotel School students and less experienced brigade members ensuring that appropriate mentoring and coaching is received where appropriate.
10. Report any kitchen equipment that requires repairs or maintenance.
11. Ensuring the highest level of food hygiene in the kitchen at all times.

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12. Ensure health and safety legislation is complied with in the Kitchen areas.
13. Any other such duties that may be required from time to time by the Head Chef 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:

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

October 2018

PERSON SPECIFICATION

JOB TITLE: Demi Chef De Partie

Qualifications/Training

	Essential	Desirable
▪ Minimum 2 years' experience as a Chef	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ NVQ Level 3 or equivalent in Professional Cookery	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Food Hygiene Level 2 Certificate	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Previous experience of working in a 4 or 5 star hotel or quality restaurants	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Working knowledge of budgets and food wastage management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ COSHH knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of organising, prioritising and managing a Kitchen 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

	Essential	Desirable
▪ Good time management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to supervise a small team and share knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to follow instructions and willingness to learn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Creative 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

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Meet the Food Handlers pre-employment health clearance requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Able to undertake the physical aspect 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.

October 2018

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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

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: scmorris@wivenhoehouse.co.uk). 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.

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.

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