



Wivenhoe House Hotel Limited

Job Pack – Senior Sous Chef

Wivenhoe House is a beautiful 18th Century four-star hotel, near to the pretty quayside village of Wivenhoe, and minutes from Britain's oldest recorded town, Colchester. The hotel not only offers luxury, overnight accommodation, but also accommodates, weddings, conferences, private parties and more. Wivenhoe House runs popular hotel events and has a thriving brasserie bar & restaurant which includes a 110 cover modern restaurant and 120 cover banqueting facilities. It is also home to the Edge Hotel School where we play a part in the training of future hospitality and events management students as they undertake their degree studies.

We are now looking for a talented Senior Sous Chef to work alongside our Head Chef in this demanding but extremely rewarding role. Working across our two kitchens of the Brasserie restaurant and Signatures kitchen which covers Afternoon Tea and banqueting, the successful candidate will have well rounded catering experience and first-rate culinary skills.

If you have the drive, talent and experience then we would very much like you to join our team!

The Role and Duties

The successful candidate will have a supervisory role over a brigade of chefs working in our Brasserie and Signature's Kitchens and also mentoring students of the Edge Hotel School who work with the Hotel as part of their Hospitality Management Degree.

If you are proactive, ambitious, a team player with strong leadership skills, have an eye for detail and a real passion for creating fresh, locally sourced dishes then we would like you to join our team.

Qualifications and Skills Required

Candidates will have substantial experience as a senior Sous Chef at similar level and hold a relevant NVQ level 3 qualification or the equivalent. You will also be a good team leader, be confident in leading, coaching and developing the team and student practitioners. You should also have a working knowledge of budgets and the health and safety requirements of a hotel/restaurant kitchen.

This is an excellent opportunity to become part of a strong professional team and work within a company that has a good work ethic, a keen interest in staff development and a range of staff benefits.



Job Description

Job Title and Grade:	Senior Sous Chef, Band 7
Contract:	Permanent, full time
Hours:	Notional 48 hours per week, 5 days from 7
Salary:	£36,234 per annum
Responsible to:	Executive Chef
Responsible for:	Supervision of a team of professional chefs and Edge Hotel School Students
Purpose of job:	To support and assist the Head Chef in providing high quality food whilst ensuring the smooth running of the kitchen and hospitality service.

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 foods at all times
2. Deputising in the absence of the Head Chef
3. Planning and costing menus, working with suppliers to ensure seasonality and availability
4. Production of kitchen staff rotas in line with forecasted business levels
5. Procuring food and managing suppliers ensuring appropriate stock levels are maintained
6. Working within agreed budgets and meeting budget GP targets
7. Supervising and developing the team of professional chefs and Edge Hotel School students.
8. Work closely with the Front of House team to enhance product knowledge and increase the customer experience
9. Liaising with the Conference & Events team to ensure the smooth running of catering for functions and events, with particular attention to service requests and dietary requirements
10. Ensuring the highest level of food hygiene in the kitchen at all times
11. Ensure consistency throughout prep and services, presenting food to excellent standards
12. Ensure health and safety legislation is complied with in the Kitchen areas and that all standards are met and well-managed
13. Undertake any reasonable duties as directed 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 and do not form part of the contract of employment.

Qualifications /Training

	Essential	Desirable
▪ NVQ level 3 or equivalent (professional cookery)	X	
▪ Intermediate level Food Handlers certificate		X

Experience/Knowledge

	Essential	Desirable
▪ Previous 4 or 5 star hotel experience or worked within quality restaurants	X	
▪ COSHH knowledge	X	
▪ Substantial previous experience as a Chef at a similar level ideally in Rosette standard restaurants.	X	
▪ Experience of planning and costing menus	X	
▪ Working knowledge of budgets	X	
▪ Previous experience of managing a cost centre		X
▪ Experience of managing a catering team		X

Skills/Abilities

	Essential	Desirable
▪ Ability to Cook to Rosette standards	X	
▪ Ability to employ a diverse range of cookery skills that can be adapted to the local environment	X	
▪ Supervisory skills such as coaching / motivating team members and delegating work	X	
▪ Ability to organise and prioritise e.g. plan kitchen rotas	X	
▪ Attention to detail	X	
▪ Creative approach to work	X	
▪ Good IT skills including effective use of Microsoft Word and Excel		X
▪ Passion for excellence in customer service	X	
▪ Excellent communication skills	X	

Other

▪ Be able to undertake the physical aspects of this post.	X	
▪ The ability to meet the requirements of UK 'right to work' legislation	X	

* 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, 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.