



Wivenhoe House Hotel Limited

Job Pack – Commis 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.

Due to ever increasing business we are currently looking for an enthusiastic, hard working Commis Chef to join our expanding Kitchen brigade. This would be the ideal role for a recent culinary graduate to gain experience that will develop their career.

The Role and Duties

The successful candidate will be part of a large 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, have an eye for detail and a real passion for creating fresh, locally sourced dishes then we'd like you to join our team.

Qualifications and Skills Required

The ideal candidate will have cooking experience as a Commis Chef at a similar level and will preferably hold a relevant NVQ level 2 or above or equivalent qualification and be able to work in a team or independently. The main duties of the role will include preparation and production of high-quality foods (mis en place) for any day to day corporate functions, events, parties, weddings and also for breakfast, lunch and dinner restaurant services. You will also have knowledge of equipment and a good command of culinary basics as well as a passion for delivering high quality food.

The role is based on a 48 hour week worked on a rota basis five days in seven. You will be required to provide and cook to order breakfast, lunch or dinner service for in house guests and visitors, staff lunch and to assist with preparation for any scheduled conferences or events.

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:	Commis Chef
Contract:	Permanent, Full-time
Hours:	A notional 48 hours per week, to be worked flexibly 5 days from 7
Salary:	£24,754 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.



Person Specification

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 type="checkbox"/>	<input checked="" 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"/>

Reviewed May 2022