



## **Wivenhoe House Hotel - Job Pack**

### **Chef De Partie**

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.

The successful candidates will be part of a large brigade of chefs working with students of the Edge Hotel School. If you are proactive, ambitious, have an eye for detail and a real passion for creating fresh, locally sourced dishes then we'd like you to join our team. Candidates will have experience as a Chef at a similar level and may hold a relevant NVQ level 3 qualification or equivalent, be able to work in a team and work with students.

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.

### **Job Description**

|                 |  |
|-----------------|--|
| Job Title:      | Chef De Partie   |
| Contract:       | Permanent  |
| Hours:          | A notional 48 hours per week to be worked flexibly over 5 days from 7                  |
| Salary:         | £31,881 per annum  |
| Department:     | Wivenhoe House Hotel, Kitchen  |
| Responsible 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 duties of this post, some of which will require physical effort such as standing for long periods of time and working in hot conditions will include the following:-

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. Ensure health and safety legislation is complied with in the Kitchen areas
9. Preparation of staff lunch or dinner
10. Assisting with mis en place for functions as required
11. Any other such duties that may be required from time to time by the Head Chef or his/her 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.*

Person Specification:

| <b>Qualifications/Training:</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| NVQ Level 3 or equivalent (Professional Cookery)                         |                  | X                |
| Food Handlers Certificate  |                  | X                |
|  |                  |                  |
| <b>Experience/Knowledge:</b>   |                  |                  |
| Previous experience of working in a quality hotel or quality restaurants | X                |                  |
| Working knowledge of budgets and waste management                        |                  | X                |
| COSHH knowledge  | X                |                  |
| Experience of organising, prioritising and managing a section            | X                |                  |
| Experience of coaching/mentoring in a kitchen environment                |                  | X                |
|  |                  |                  |
| <b>Skills/Abilities:</b>   |                  |                  |
| Cook to a standard expected in a four star hotel                         |                  | X                |
| Ability to supervise a small team  | X                |                  |
| Attention to detail  | X                |                  |
| Creative and flexible approach to work                                   | X                |                  |
| Excellent communication skills   | X                |                  |
| Calm and well organised approach to work                                 | X                |                  |
| Passion for excellence in customer service                               | X                |                  |
|  |                  |                  |
| <b>Other:</b>  |                  |                  |
| Ability to meet the requirements of UK 'right to work' legislation       | X                |                  |
| Be able to undertake the physical aspects of this post                   | X                |                  |
| Meet the food handlers pre-employment health clearance requirements      | X                |                  |