# Food Technician

# Role Description

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| Job title & Grade | Technician - Food  Grade 5 |
| Reporting & Communication | Headteacher  School Business Leader  Head of Social Technology |
| Hours | Part-time  20 hours per week worked Monday to Friday (10am – 2pm preferred but flexible) |
| Annual Leave | Term time only (193 days) incorporating pro rata annual leave entitlement and bank holidays. |
| Probationary Period | 6 months from date of appointment. |
| Job Purpose | At the direction of the Head of Department and using information from subject teachers, co-ordinate the availability and use of resources and facilities to fulfil the practical needs of the Food curriculum. Provide assistance and general advice, including liaising with teaching staff and support staff outside the department when required. |
| Additional Duties | None. |
| General | The list of duties is not exhaustive and may be subject to other duties commensurate with the role. |
| Confidentiality | All employees are required to maintain confidentiality regarding any information about students and employees. |
| Checks | This post is required to undertake a DBS check |
| Role Description | This role description is subject to review and change from time to time |
| Main Duties | Under the supervision and direction of the Head of Social Technology the main duties of the Food Technician will include:  **Specific Activities** -   * Timely and accurate preparation of specialist equipment, resources and materials to fulfil the lesson plan requirements of the Food curriculum areas. * Use, demonstrate and assist others in the safe and effective use of specialist equipment and materials. * Assist with practical lessons, including working with individual teachers when required. * Maintain department equipment - check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs to the Site Team or specialist contractor. * Monitor and manage the stock of equipment and consumables for practical lessons. * Manage stock and maintain high standards of food hygiene in the food preparation areas. * Maintain the specialist rooms to a high standard, including resources and equipment. * Collect, check and return resources and equipment to stores after use. * Maintain clean and tidy prep rooms and storage areas. * Use IT to produce resources for the department.   **Food Hygiene -**   * Be aware and follow food hygiene practices within specialist rooms.   **General Activities** -   * Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. * Be aware of and support equality of opportunity for all staff and students. * Contribute to the overall ethos/work/aims of the school. * Appreciate and support the role of colleagues. * Attend and participate in relevant meetings, as required. * Participate in training and performance review, as required. * Assist in other areas of the school when requested. |

Signature of post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken my not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

**Person Specification**

**Post:** **Food Technician**

**Scale:** **Grade 5**

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| **Area** | Criteria Requirement – E = Essential – D = Desirable | **Requirement** |
| **Skills**  **Knowledge**  **Aptitudes** | * An interest in Food and a knowledge of how this is delivered in a secondary school environment * Good practical skills and the ability to work carefully and safely. * Awareness of health and safety policies/codes of practice/legislation applicable to role. * Basic ICT skills including Office 365 and Outlook email. * Relate well to adults and students. * Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. * Ability to self-evaluate learning needs and actively seek learning opportunities. | D  E  D  E  E  E  E |
| **Qualifications**  **and Training** | * Level 2 Food Hygiene and Safety in catering * Good numeracy/literacy skills * Current driving licence. | D  E  E |
| **Experience** | * Providing technical support in an educational environment. | D |
| **Personal qualities** | * Reliable * Ability to work constructively as part of a team or as an individual. * Organisational skills and attention to detail. * Ability to prioritise work and work unsupervised when required. * Show initiative and be self-motivating. * Able to multi-task. * Enthusiasm. * Able to meet deadlines. * Tolerant/resilience and able to work under pressure. * Calm and responsible. * Confident dealing with adults and young people. | E  E  E  E  E  E  E  E  E  E  E |