**JOB DESCRIPTION**

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| **Job Title:** Food Technician | **Reporting to:** Head of Department |
| **Remuneration:** Bucks Pay Range 2 | **Hours of work:** 15 hours per week |
| **Terms of employment:** Permanent | **Terms:** 39 weeks per year + 5.1 weeks holiday pay |

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| **Key roles and responsibilities of the post holder** |
| To provide efficient and effective practical support and assistance to the Food Technology Department.   * To prepare classrooms for lessons, practical activities and demonstrations * Provide practical and technical support to staff and students * To prepare, weigh and measure ingredients * To prepare and distribute materials and resources for lessons * Clear classrooms/work areas after lessons including washing up, laundering, cleaning of surfaces, equipment and hobs * Ensure cleanliness of equipment and resources * Ensure that the classroom, preparation room and storage areas are in a clean, secure, safe and orderly condition * Assist students in ensuring the safe and effective operation and use of equipment, materials and resources * To provide technical advice and support in the classroom, for example with demonstrations, practical activities and resources * To assist with the allocation of the budget for consumables * To assist with stock control, compiling purchase orders and maintaining appropriate records * Ensure that stock control and inventory checks are kept updated * To check deliveries, returns and maintain stock records as necessary * To assist and maintain appropriate classroom and corridor displays * To assist with general administration e.g. photocopying, printing etc. * To attend relevant meetings and training sessions as required * Any other task or activity as reasonably requested by the Head of Department |

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified. The job description describes in general terms the normal duties which the post-holder will be expected to undertake.*

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| **Person Specification** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | * Educated to GCSE Level with English and Maths at A\* to C (or equivalent) | * Qualification in relevant field e.g.   Basic Food Hygiene Certificate   * First Aid Certificate |
| **Competencies** | * Ability to relate well to children * Experience of working with young people and adolescents * Good working knowledge of ICT * Flexible in attitude and approach * Positive and calm under pressure * Good organisational skills * Ability to manage own time effectively | * Practical, hands on experience of catering/cooking * Previous experience of working in an educational environment * Knowledge of national guidelines regarding Food Technology curriculum and healthy eating initiatives in schools |
| **Personal Attributes** | * Excellent communication skills both written and verbal * Ability to work independently using own initiative * Ability to establish good working relationships with a wide range of students * Ability to work flexibly * Self-motivated * Presence, dynamism, good sense of humour and approachability | * Awareness of and promotion of equality * Good understanding of safeguarding procedures * Understanding of procedures relating to confidentiality |
| **Other requirements** | * Flexible working approach * Participation in CPD training * Capacity to learn new skills, use initiative and implement new ways of working | * Demonstrate a clear commitment to develop and learn in the role |