**JOB DESCRIPTION**

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| **Job Title:** | Food Technology Technician |
| **Reports To:** | Head of Art, Design & Technology |

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| **Purpose of Job:** |
| To provide technician support to staff teaching Food Technology including maintaining hygiene health and safety standards in the department and in lessons, stock control and purchase, and resource allocation and preparation.  To work as a member of the technician team supporting the Art, Design & Technology faculties. |

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| **Major Responsibilities:** |
| Health and Safety   * Support staff teaching Food Technology ensuring rooms are clean and tidy, ready for the lesson * Be First Aid trained * Maintaining health and safety standards in lessons and within the department * Ensure all PAT testing is completed as necessary * Report all accidents using the school and department procedures   Stock and Finance   * Order food ingredients as required by the Head of ADT and teachers of Food Technology * Seek best value when placing orders via Finance department and in liaison with Head of ADT * Deal with incoming orders and order queries/discrepancies * Submit lists of expenses to be listed as being for disadvantaged students * Check monthly budget print outs (to ensure invoices have been charged to the correct budget) * Maintain stocks of equipment and ensure all is fit for purpose.   Supporting Learning   * Support staff with photocopying and general updating/production of classroom resources * Arrange appropriate storage of students’ ingredients and finished work as necessary * Support the learning of specific students during lessons as necessary. * Use ICT to assist with recording images of work and cataloguing them.   Wider School   * Assist with preparations for public events such as Open Evening and Options Evenings. |