# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**JOB TITLE:** Food Preparation and Nutrition Technician

## SCHOOL: Priory School

# LOCATION: Lewes

**GRADE:** Single Status Grade 4

**RESPONSIBLE TO: Senior Technician**

# Purpose of the Role:

To provide technical support to teaching staff in the Food Prep department.

# Key tasks:

1. Complete Level 2 Food Safety and Hygiene for schools online training course **within the first month of employment.**
2. To carry out stock monitoring and rotation on ingredient supplies within the department. Maintain monitoring records in line with food hygiene requirements.
3. Ensure the hygienic storage practices with student cooking after lessons. Monitor and rotate as appropriate.
4. To clean and maintain the cleanliness of hobs, ovens, fridges and freezers within the 2 teaching classrooms. Maintain monitoring records.
5. Manage laundry of tea towels and dishcloths for classrooms.
6. To prepare materials and equipment for lessons and projects, including preparation of demonstration ingredients and resources, and the stocking of classrooms with consumable items.
7. Under the supervision of the Curriculum Leader or senior technician, maintain inventories on equipment.
8. To assist teachers and students during lessons with technical, practical tasks.
9. To prepare display materials and equipment for parents’ evenings; remove and display items of work around the school, as and when requested.
10. To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to.
11. To maintain all necessary safety signs in the kitchen classrooms.
12. To keep sinks and work tops clean; maintain aprons in a serviceable condition.
13. Keep stock rooms clean, tidy and in good order.
14. Assist with movement of equipment and tidying up after practical lessons as requested by staff.
15. As workload allows, support Senior technician by undertaking other design technology tasks as directed.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Food Prep Technician

# GRADE: Single Status Grade 4

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage  |
| * Ability to maintain a range of equipment
* Ability to prepare equipment and materials for lessons, as requested by the teaching staff
* Ability to work in an organised and methodical manner
* Ability to identify work priorities and manage own workload
* Ability to establish positive relationships with pupils, including those with special educational needs
* Ability to maintain accurate work records and maintain inventories
* Ability to work effectively as part of a team
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Successful completion of Level 2 Food safety and hygiene for schools (obtainable in employment)
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage  |
| * Knowledge of Health & Safety legislation as it relates to the work of a school
* Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals
* Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools
* Knowledge of food safety and hygiene
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# Essential experience

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| These criteria will be assessed at the application and interview stage  |
| * Experience of flexible working practices and prioritising own workload.
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# Desirable experience

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| These criteria will be assessed at the application and interview stage  |
| * Previous experience of working in a design technology/food prep environment.
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage  |
| * Ability to demonstrate commitment to Equal Opportunities
* Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
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**Date (drawn up): August 2021**

**Name of Officer(s) drawing up person specifications: GML**

**Job Evaluation Reference:**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | Yes |
| Using power tools | No |
| Exposure to noise and /or vibration | Yes |
| Food handling | Yes |
| Exposure to blood /body fluids | Yes\* |
| Working with hazardous kitchen equipment | Yes |
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\*In a first aid capacity