

FOOD TECHNOLOGY TECHNICIAN JOB DESCRIPTION

Responsible to: Curriculum Team Leader for Food Technology/ Design and Technology

Salary scale: Loxford Grade 3

Point range: 14 to 17

Duties and Responsibilities General

• Maintain a safe and clean working environment at all times.

• Provide support and assistance to the classroom teacher during practical lessons.

• Work on your own initiative as well as a member of a team.

• Plan and prioritise your work effectively.

• Assist in the organisation and presentation of the Food Technology Rooms.

• To attend and participate in relevant meetings as required.

• Assist with the supervision of pupils out of lesson times, e.g., clubs, visits and extra- curricular activities organised by the department.

• To undertake any other duties commensurate with the post as may be required by the Head teacher.

Maintaining Work Area

• To ensure that food technology rooms and equipment are kept clean and tidy and that food technology rooms safety regulations are met, including checking equipment for safety, cleaning and sterilising equipment and advising students on safety aspects of particular

practical work.

• Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.

• Ensure that all equipment is accounted for, in the correct place and replaced where necessary.

• Ensure that all equipment is stored in a safe, hygienic and appropriate manner.

• Assist the classroom teacher in the logging in and out of certain items of equipment as required.

• To be responsible for maintaining departmental displays of work both in the technology area and around the school

Resources

• To monitor supplies of stock and inform line manager when further supplies of resources or ingredients are required; check goods delivered against orders and storing appropriately; carry out stock taking and inventory checks.

• To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists.

• To assist with the preparation of materials for lessons, display and projects.

• To assist in setting up for practical lessons and demonstrations.

Other

• The post holder will be expected to carry out all duties in the context of and in compliance with all the school policies.

• To be willing to undertake training as necessary.

• To participate in personal and team reviews.

• To be familiar with Health & Safety regulations.

• Provide First Aid when necessary (after training)

• Be aware of and take part in the school’s performance management framework and participate in training and development activities as required.

• In addition to the specific responsibilities of the post, as a member of the support team, the postholder will be expected to assist with other tasks of the support team as and when required.

Other tasks which may reasonably required as appropriate to the post.

**Person Specification**

**Qualifications (Desirable)**

* Level 2 Certificate in Food Safety and Hygiene
* Appropriate knowledge of first aid

**Professional Knowledge and Experience (Essential)**

* Good knowledge of Food Hygiene
* Knowledge of Health and Safety legislation
* Able to use ICT
* Able to perform basic administrative tasks
* Some knowledge of National Curriculum requirements
* Previous experience of working in a school environment

**Professional Skills (Essential)**

* Ability to prepare equipment and materials for lessons, as requested by the
* teaching staff
* Ability to maintain a safe and clean working environment
* Ability to work in an organised and methodical manner
* Ability to maintain accurate work records and inventories
* Ability to work effectively as part of a team

**General Commitment (Essential)**

* Willingness to conform to the School’s aims and policies.
* Demonstrate to the satisfaction of the interviewing panel a personal commitment to produce work of the highest quality in a manner to assist the teaching staff to obtain the highest standards of individual pupil achievement regardless of gender, race or class.