



## Job Description DESIGN & FOOD TECHNICIAN

Reports to: Head of Department, Technology

### Mission statement

We are a community living and growing in the Catholic faith. The life and teachings of Jesus Christ are the foundation of all that we undertake. We expect all the members of our community to:

- be responsible citizens upholding Gospel values in our society
- contribute to providing the best possible education for all
- work together, valuing and nurturing all relationships
- maintain an environment that allows all individuals to flourish and enjoy their education
- honour the aims and purposes of the College.

In this way we are Serving God and Striving for Excellence in everything we do.

### 1. MAIN PURPOSE OF JOB

- Under the guidance of senior staff: Provide general support for both students and teachers in both curricular and extra-curricular activities in Design and Food Technology. To include preparation and maintenance of resources.

### 2. MAIN RESPONSIBILITIES

- Food ordering- Collating, totalling and forwarding these food orders based on plans provided by the teachers for the HOD to order.
- Ingredient stock control- Ensuring all ingredient deliveries are checked and stored appropriately and that stock is monitored and rotated for maximum economy and hygiene.
- Preparation for practical lessons - Ensuring that ingredients and equipment are prepared and set up for lessons according to teachers' requests.
- Preparation of resources- Completion of photocopying, laminating and display tasks.
- Maintenance of a hygienic environment - Ensuring that the cleanliness of equipment, food storage and preparation areas is maintained in accordance with Food Safety legislation.
- Maintaining a supply of clean laundry using the school washing machine and tumble dryer.

- Ensuring there is an adequate supply of cleaning materials and that anti-bacterial hand wash, washing-up liquid and sanitizer spray and other dispensers are kept full.
- Maintenance of an organised environment - Ensuring that all resources and equipment are appropriately stored. Deliveries to the department to be checked, unpacked and put away.
- Support of pupils and teachers as required.
- Work will be based on both termly, weekly and daily requests but the post holder must work with initiative to ensure all responsibilities are covered and that deadlines are met.
- Create and maintain a purposeful, orderly and productive working environment
- Contribute to planning, development and organisation of systems/procedures/policies.
- Always promote and ensure the health and safety and good behaviour of pupils

Please note that there is a manual element which will include some washing up, some cleaning and occasionally, some preparation of food items.

### **Design & Technology:**

- To undertake cleaning and routine maintenance of a range of faculty machinery and tools.
- To negotiate with outside agencies to carry out repairs, specialist maintenance and regular safety checks.
- To move or set up mobile machinery as requested by teachers.
- To undertake any specialist cleaning of Design Prep room and classrooms as required by line manager.
- To prepare a range of materials for faculty use/teaching purposes.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- To assist line manager with control and maintenance of stock and ordering.
- To support with the organisation and documentation of exam work, including mounting and display for the moderation process

## **SUMMARY OF RESPONSIBILITIES**

### **Support for Pupils:**

- Use specialist skills/training/experience to support pupils
- To ensure that the Food Tech/kitchen areas and the Product Design and Resistant Materials areas are safe and stimulating environments and are a safe place to work and learn.
- To help in the delivery and demonstration of food prep, cooking and design techniques for students in lessons in partnership with the class teacher.

### **Support for the curriculum:**

- To maintain and control systems for storage, stock control and ordering of consumables and items of capital equipment in liaison with Head of Department to the departmental budget.
- Maintenance of specialist equipment; check for quality/safety; undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.

- Provide specialist advice and guidance as required.

#### **Support for the school:**

- 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 diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required and ensure training is implemented to support the progress of the students and smooth running of the department.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Implement planned supervision of pupils out of lesson times e.g. clubs/extra-curricular activities.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

### **3. OTHER DUTIES AND RESPONSIBILITIES**

- Undertake such other duties as the Head of Department or Headteacher from time to time may direct.

This is a description of the main duties and responsibilities of the post at the date of production. This job description is not necessarily a comprehensive definition of the post. The duties may change over time as requirements and circumstances change. The job description will be reviewed at appraisal and may be subject to modification or amendment at any time, after consultation with the holder of the post.