



# OAKLANDS COLLEGE

## Kitchen and Stores Technician

**37 hours per week**

**£18,753 per annum**

**Permanent**

**30 Days Holiday per year plus Bank Holidays**

**Auto Enrolment into the Local Government Pension Scheme**

**St Albans Campus**

You will be joining a motivated and successful department based at the St Albans Campus that offers outstanding support to students. The post holder will be expected to be flexible and be able to work both on their own initiative and with the Catering team to ensure the Kitchen and Student dining facility meets the expected service standards and appropriate levels of cleanliness and hygiene and appropriate resources are available.

- To maintain good housekeeping standards in the Kitchen areas including all fixed large equipment and small portable equipment, tidying the work area and ensuring the area is satisfactorily cleaned
- Monitor and maintain stock levels of food items and waste and ensure appropriate records are maintained
- Assist in the sourcing of appropriate suppliers and place orders to ensure stock availability and value for money
- Check, and verify purchase order, delivery receipts and invoices
- Prepare food and equipment requirements for the Head Chef and Lecturing Team as well as classes and restaurant
- Keep an equipment register of all equipment and a system for planned maintenance and ad hoc repairs Audit equipment to ensure health and safety is ensured. Report any equipment faults
- Carry out audits on food safety and hygiene, which includes recording and maintaining all freezers and fridge temperatures on a daily basis
- Provide first aid in the event of an accident within the practical work area
- To provide support in the kitchen as required, serving and cleaning to ensure standards of service and hygiene are maintained
- In conjunction with the lecturing team support students in the restaurant and within the stores area in order to ensure student achievement

**Closing Date: Tuesday 2<sup>nd</sup> January 2018 at 23:59**

**Interview Date: TBC**

## Job Description

OAKLANDS COLLEGE

JOB DESCRIPTION

CAREER FRAMEWORK Teaching

JOB TITLE: Curriculum Technician

### SUMMARY OF POST

To support the effective practical running of the learning experience by ensuring all students have access to appropriate equipment and materials and that the learning environment is positive and well-ordered.

### KEY RESPONSIBILITIES

Due to the variety of tasks that could be undertaken, the job may involve all or some of these responsibilities to a lesser or greater degree of workload

- Maintain, order and replenish supplies for the work area
- Set up, repair and monitor location of all equipment and manage specialist rooms and classrooms assigned to area
- Prepare resources for teaching purposes which could include photocopying
- In the absence of teaching staff, help to supervise student classes
- Provide in classroom support to lecturers
- Ensure students are complying with health and safety and notify teacher where concerns arise
- Monitor safety of students in practical workshop environment
- Cleaning and tidying away of resources
- Accompanying students and teachers on external visits
- Carry out routine and non-routine maintenance activities associated with the work area
- Carry out other duties as required by the specific curriculum area
- Comply with all codes of good practice associated with the work area (for example Animal Welfare, Safeguarding, financial regulations etc)
- Demonstrate specialist equipment to students
- Carry out health and safety risk assessments
- Assess students in practical situations
- Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary.

### CRITERIA

#### RECRUITMENT- short listing criteria

- NVQ Level 2 or equivalent in a vocationally relevant area
- 2 year's recent industry experience in specialist area
- Ability to understand UK Health and safety rules
- Experience of working with young people

### ESTABLISHED

- Successful completion of probationary period
- Level 2 literacy/numeracy and IT or equivalent college assessment
- Completed relevant modules Health and Safety and Risk Assessment

- Completed Finance Portal Training
- Completed Induction programme and modules
- Completed Emergency First Aid Training

#### EXPERIENCED AND QUALIFIED

- NVQ Level 3 or equivalent in a vocationally relevant area
- Experience of demonstrating resources and supporting with classroom practice
- Experience of successfully supervising students
- Level 3 Award in Education and Training

#### DEVELOPMENT STAGE

- To demonstrate College Values and Behaviours

Career Framework    Teaching and related  
Job Title            Technician

PERSON SPECIFICATION    To be assessed at interview

#### PERSONAL ATTRIBUTES

- Flexible, customer-focused attitude
- Remains calm under pressure
- Willing to move between sites
- Collaborative/Team Player

#### SKILLS AND EXPERIENCE

Forward thinking and able to prioritise/manage workload effectively

- Appreciates value of resources and seeks cost savings where possible
- Maintains accurate record keeping
- Communicates effectively
- Able to work unsupervised at times
- Experience of working with students/trainees of all ages
- Relevant/practical experience related to particular subject area
- Experience of delivering training to students /trainees

Date approved

Date reviewed

This job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.