



Sarum Hall School

## Food Studio Technician Job Description

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.**

### **Main duties and responsibilities:**

#### **General**

- Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact, with particular regard to e-safety policy and practice.
- Read the Staff Handbook and all relevant school policies.
- In addition to the following, you may also be required to undertake such other comparable duties as the Headmistress requires from time to time.

#### **Food Studio**

- Liaise closely with the Food & Nutrition Coordinator to ensure the smooth operation of Food Studio at all time.
- Support delivery of lessons, courses and events for Food Studio as directed by the Food & Nutrition Coordinator.
- Participate in the planning of courses and lessons as directed to include recipe testing.
- Collate shopping lists and shop for ingredients and consumables to ensure timely provision of all ingredients and materials for lessons, courses and events.
- Ensure effective budgeting and safe handling of funds and receipts when purchasing ingredients, equipment and consumables.
- Prepare, measure and weigh ingredients in advance of lessons courses and demonstrations as required.
- Manage stock control of all dry and perishable goods.
- Temperature monitoring and logging of all refrigerators and freezers.
- Maintain standards of cleanliness and organisation throughout main kitchen, preparation and collect rooms to include liaison with cleaning and maintenance staff as necessary.



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- Maintain condition of all equipment to include replacement and PAT testing as necessary.
- Manage daily laundry service.
- Manage and maintain supplies of consumables e.g. takeaway containers, cleaning materials, first aid supplies etc.
- Ordering student and staff FOOD STUDIO uniform e.g. aprons, chefs whites etc.
- Administrative duties as necessary e.g. printing and laminating of recipes, photocopying recipe booklets etc.
- Training and updating of skills as necessary
- Attend INSET sessions

### **Art & Science**

- Work with the Art and Science departments with similar responsibilities on a time basis to be agreed with the Headmistress.

**For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.**



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## Food Studio Technician

### Person specification

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received.</i>	<i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that they <b>should ideally have</b> received.</i> <ul style="list-style-type: none"><li>• Recognised catering and hospitality qualification</li><li>• Level 2 certificate in food hygiene and safety (or equivalent)</li><li>• First aid qualifications</li></ul>	Production of the Applicant's certificates
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role.</i> <ul style="list-style-type: none"><li>• Experience of working in a busy catering environment</li><li>• Experience of effective budgeting when purchasing equipment and materials</li></ul>	<i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role.</i> <ul style="list-style-type: none"><li>• Experience supporting cookery lessons</li><li>• Experience of planning and running catering events</li></ul>	Contents of the Application Form  Interview  Professional references
Skills	<i>The skills <b>required</b> by the Applicant to perform effectively in the role.</i> <ul style="list-style-type: none"><li>• Ability to work under pressure in a busy catering environment, to manage workloads and to meet deadlines</li></ul>	<i>The skills that would <b>enable</b> the Applicant to perform effectively in the role.</i> <ul style="list-style-type: none"><li>• Willingness to "go the extra mile"</li><li>• Willingness to embrace new ideas</li></ul>	Contents of the Application Form  Interview  Professional references



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### Person specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• Excellent working knowledge of all aspects of food hygiene and kitchen health &amp; safety</li> <li>• Knowledge and understanding of ingredients and equipment</li> <li>• Knowledge of ingredient preparation, stock control, cleaning and maintenance of equipment</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role.</i></p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Personal competencies and qualities</b>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people.</i></p> <ul style="list-style-type: none"> <li>• Excellent communication and organisation skills</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people, colleagues and parents</li> <li>• Emotional resilience</li> <li>• Possess high professional standards and integrity</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> <li>• To enjoy working in team</li> </ul>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>