

JOB DESCRIPTION

Name:

Title of Post: Food Preparation and Nutrition Technician

Salary Grade: Scale 6

Accountable to: Head of Design and Technology and Assistant Headteacher

Main Objectives:

- To provide technical support to the Food Preparation and Nutrition material area through the preparation of tools, equipment and materials for lessons.
- To ensure a safe and efficient working environment for staff and students.
- To support students during food preparation and nutrition lessons and extra-curricular activities, enriching their school experience.

Main Duties and responsibilities:

- Preparation and assembly of equipment and resources for demonstration, class practical work, assessments and examinations, including the preparation of class sets of equipment and ingredients.
- Liaising with teaching staff to ensure that practical requirements of the curriculum are planned in line with timetabling limitations and opportunities
- Support learning by assisting students and teaching staff during all practical classes including demonstrations of skills, techniques and equipment to individuals and groups.
- Purchase of consumables for demonstrations and student practical tasks from online suppliers as required and local shops when appropriate
- Monitor and manage stock, resources and equipment, undertaking audits as required
- To ensure that food room and equipment is kept clean and tidy and that health and safety regulations are met, including checking equipment for safety, deep cleaning equipment and advising students on safety aspects of particular practical work
- The deep cleaning and maintenance of equipment (including laundering of tea towels, cloths etc.) including ensuring fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.
- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work
- To contribute to and help maintain a safe working practice in preparation/storage/teaching areas, including assisting with the maintenance of food preparation equipment used by technicians, teaching staff and students
- Advising staff on safety issues, trialling practical work where necessary
- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities and open evenings as established by the department and school
- Undertake general administrative duties as per the needs of the department including photocopying and filing
- Contributing to the development and organisation of facilities, equipment and resources to support the teaching of the curriculum

General Accountabilities/Duties

- Comply with all policies and procedures relating to safeguarding, child protection, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/aims of the school.
- Participate in training and other learning activities and performance development as required.
- Develop constructive relationships and communicate with other professionals.