

## **JOB DESCRIPTION**

### **FOOD TECHNOLOGY TECHNICIAN**

**Name:**

**Responsible to:**        *Head of DT and Food Technology*

**Job Purpose:**        *To provide assistance to staff and students in the Food Technology Department and to maintain high hygiene standards in food rooms*

#### **Main Duties and Responsibilities:**

1. To ensure that equipment and food are prepared for practical lessons and examinations, in line with the recipes. This can include weighing out items as required.
  2. Clean and tidy away equipment when practical lessons have been completed.
  3. Working under the instruction/guidance of the teacher, assist students during lessons and offer where appropriate/able be available to students who may be in need extra support.
  4. Assist the staff and students in the kitchens including when necessary, demonstrating the correct use of equipment or food item.
  5. To ensure that the kitchens, cold room, dry store and storage areas are kept clean and tidy in accordance with the relevant health and safety regulations. This includes checking equipment is fit for use, clean and that the students are cleaning the equipment they have used.
  6. Carry out periodic deep cleaning of equipment such as oven and fridges.
  7. To monitor stock and adhere to correct stock rotation. Advise SFT if additional supplies are required.
  8. Check deliveries against purchase orders and store appropriately.
  9. To prepare and set up equipment for open evening and support the department at the open evenings as per the school calendar.
  10. To assist staff and students with practical exams when needed.
  11. To assist staff with minor miscellaneous clerical duties.
  12. To practice and promote fair and equal treatment of staff and students through the course of performing all duties.
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13. To be familiar with the KCSIE document and to have undertaken statutory safeguarding training.
  14. To undertake any other duties of a similar level and responsibility as may be required.
  15. To maintain Level 2 Health and Food Hygiene Certification.
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## PERSON SPECIFICATION

### FOOD TECHNOLOGY TECHNICIAN

**Name:****Scale:**                    **2A**

	Essential Attributes	Preferred Attributes
<b>Educational Qualifications</b>	Basic numeracy and literacy.	Good numeracy and literacy skills.
<b>Work experience</b>	No previous experience necessary.	Experience in the food and hospitably industry/ School Food depts.
<b>Skills/Knowledge/ Aptitude</b>	Sufficient to enable the duties on the job description to be undertaken.  Willingness to work as a team member.  Willingness to undertake extensive cleaning duties, to include the cleaning of ovens and fridges.	
<b>Motivation</b>	Commitment to providing a good standard of support without constant supervision.  A commitment to equality principles and practices.	To be able to work independently.
<b>Physical</b>	Ability to perform all duties and responsibilities including lifting of bags of produce.	
<b>Other</b>	Willingness to work flexibly and co-ordinate working hours with the other food Technician.	