

Food Department Technician

The role requires:

Main Responsibilities:

- Prepare and maintain classrooms and other teaching areas, ensuring that an orderly, safe and healthy environment is provided for teaching activities
- Prepare and maintain ingredients/materials for use by staff and pupils
- Wash up equipment when this has not been completed during lessons
- Assist teachers in preparation for examinations
- Organise and despatch all exam coursework including GCSE/Vocational Award

- Maintain level of stock and other equipment and supplies
- Maintain an inventory of equipment
- Care and maintenance of large/small kitchen equipment (including fault finding and mending or arranging mending or replacing)
- Ensure all equipment has the correct maintenance contracts and that equipment is annually maintained – in support of the site team.
- Laundry (washing and drying) from the department to be completed daily and put out ready for each practical lesson

- Undertake general administration tasks including answering the telephone, photocopying, filling, paperwork, etc – as required.
- Monitor departmental budget and advise budget holders accordingly
- Assist with the issuing and returning of textbooks or other teaching aids if they have been used in other areas of the school (e.g. in IT or by a cover teacher)
- Assist with the sale and purchase of revision guides etc.
- Be responsible for the accurate handling and security of the school payment card for food shopping and sundries.
- Update (as requested) and maintain the appearance of the display boards in the faculty

How this looks for a daily guide:

Start of the day before lessons begin

- Label the trolleys and place them outside the food rooms for students to put their food on – but also to be floating around the food rooms to ensure students place their high-risk foods in the fridges (where possible) and some may need gentle reminders about this. It is also required for the technician to check the bags have not had any high-risk items (e.g. raw chicken) left in them (particularly if they are cooking Lesson 3,4,5). If any items are found, then the technician is to take them out of the bags and label them and put in a designated fridge.
- Turn the gas on for both rooms and sometimes the teacher will need all the ovens turned on for preheating.
- Empty the tumble drier (from the day before) and fold up and put away the T towels / wash cloths and oven gloves.
- Place the T-towels, cloths and oven gloves out for the practical in each room.
- Get out the relevant equipment for the first two lessons in each room.
- Weigh out ingredients for any PP students and place their ingredients on a labelled tray.
- Weigh out the ingredients and place equipment out on teacher station for demonstrations (Majority of demos are planned onto the kitchen planning sheet by the technician desk).
- Put the laminated recipe sheets out for the lesson.
- Fill the washing up cups in each room.
- Make sure there is soap and paper towels in the dispensers.
- Turn on the dishwashers in each room.
- Ensure the cleaning sprays are filled ready for students to use them at the end of their practical session.
- Check emails from Food teachers to see if there is anything specific required for the day.

After each lesson – which can be during the student set break time or lunch time – as the technician can take a break at alternative times (during lessons) when jobs need to be done after a lesson.

- Use the hygienic spray to wipe down every kitchen workstation and sink area to a standard of an adult. Students also do this - but it always needs further adult attention.
- Check all ovens and hobs have been turned off and gas is off (unless required for lessons after break).
- Use the dishwasher for any demo equipment and for high-risk items (e.g. sometimes the food teacher may ask for all red chopping boards to be put through the dishwasher)

After lesson 4

- Putting the washing on (laundry) – but this could be done at the start of lunchtime and so by the end of lesson 5 and washing can be put in the tumble drier and put on.

After school

- Place trolleys outside of the rooms for food collection.
- Help supervise the collection of food and be present in TF2 for any enquires about lost boxes etc. (Sometimes teachers are on duty or at a meeting or have taught lesson 5 in an IT room elsewhere)
- Complete the **Health, safety, hygiene and temperature control record and checklist sheet** for end of the day and have this signed off by a food teacher – leave on Head of food desk for checking and signing off at the end of each day (as could be in a meeting/duty). Any discussion on non-urgent matters could happen the following day in response to this.
- Use the hygienic spray to wipe down every kitchen workstation and sink area to a standard of an adult.
- Use the hygienic spray to wipe down inside of equipment cupboards (mainly in TF2) and edges of the exposed ovens (mainly in TF1).
- Check all ovens and hobs have been turned off and gas is off.
- Clean out the dishwasher, drain it and turn it off. Maintenance of the dishwasher – as directed by site staff on how to ensure longevity of it in working order by placing salt etc in it.
- Look through the TF1 storeroom, sweep it out and ensure all equipment is correctly stored and clean. (Take out anything that needs a clean – clean it and put it back)
- Wipe down the spare aprons that have been lent to students who forgot their aprons for hygiene purposes.
- Place any left items in a designated fridge for collection the next day (so it is clear where students can find them). Keep a log of any items not collected and deliver any items that have been left behind to students the next day or send them an email to collect. If not collected by third day – dispose of the food and clean the tub and place in a (clean items only) lost property box for food dept – which could be created in the faculty office - and students see technician there if they have lost any containers, dishes or aprons. Items to be recycled or disposed of from this box at the end of each half term.

During lessons

- Assist the teachers in getting any additional equipment or ingredients out for responsive spot demos (unplanned – but responding to classroom need) or additional needs for students who have forgotten a vital ingredient or for independent practical tasks – e.g. when they are cooking items of their own choice (which will all be different and need individual items out – responding to need – This happens a lot on year 11, sometimes in year 10 and year 9 and also in year 7/8 in HC mainly to fit with the SOL)
- Assist teachers near the end of lessons to ensure equipment is getting put away clean and in the right places in each room. It is helpful for the technician to also be an additional visible adult checking sinks (ensuring all debris is removed from the plugs) and cleanliness towards the end of a lesson (and politely asking students to clean up/or making it known areas that need doing still to the teacher) when the teacher is directing a theory section of the lesson to consolidate learning.
- Assist in classroom to clean any spillages as required – reactive to situations
- Creating shopping list and doing shopping as required.
- Ordering of equipment on corero as required and when requested specifics from food teachers.
- Cleaning of a fridge /freezer (could be done on a rotation of emptying / cleaning / putting everything back in – but getting rid of anything that needs to be) – This does not need to wait until the fridges are empty – as this is rarely the case. Perhaps one or two a day and so by the end of each week they all get cleaned and tidied out.
- Checking the temperature probes / scales / timers all have working batteries in them.
- Sharpen the knives on a weekly basis.

- Do regular (fortnightly) checks on equipment and look to see if any saucepan handles need tightening, check if any pasta machines / whisks / processors need maintenance. Report any problems to Head of food and action any agreed plan to fix or replace.
- Clean the microwave.
- When specifically requested to do so by the teacher – to support a student who is needing to catch up by doing their washing up or helping with a task. This is occasional when a TA is not available to support an SEN student who would normally have support.

Jobs to be completed as regularly and as required:

- Deliver cover work and stationery etc, print out, photocopy and set up for any cover / supply teacher – as required. Support cleaning and end of lesson routines (as an assistant in the room) for supply teachers and cover teachers doing any practical (including for Mr Weeks).
- Collection and organised storage of any completed cover work for food teachers during absence.
- Clean and descale the kettles
- Keeping the COSHH cupboard clean and tidy
- Keep the HACCP / Risk assessments updated in the Dept Health and Safety file online and as a printed document (to be stored in both rooms for easy access – for all staff to be able to access information should it be required (as per the Health and Safety plan) (– e.g. what to do if a student swallows washing up liquid)
- Ensuring a FIFO stock rotation and removing any out-of-date items from perishable and non-perishable stock.
- Arrange any maintenance work to be done of large kitchen / room equipment and report any concerns for both food rooms on the support help desk. – (Note – Electrical testing is done by the site manager – inform the site manager if any equipment needs testing or any concerns).
- Tidying of stock in cupboards in both rooms and wiping sticky bottles etc.
- Clean shelves thoroughly and sweep floor in store cupboard in TF1
- Clean equipment cupboards thoroughly in TF2
- Help with photos for student work – transferring files or printing photos
- Making the laminated labels of student names for photos
- Laminating recipes
- Preparing items for open evening / options evening
- Ensuring ice cream churners have the inner tube frozen.
- Preparation for teacher demonstrations beyond ingredients and equipment – to make up partially made items such as doughs. – As requested by food teachers.
- Do some new displays and maintain older ones
- Renew the Jenny Ridgewell Nutrition program with finance – as required
- Research into different topics for class resources / putting together class resources
- Rewrite a worksheet / differentiate it for a particular student / need. (This can be simplifying / producing and using photos to support step by step guides)
- Trying out a new recipe that we may use or an experimental task – as requested by food teachers