

THE GRANGE SCHOOL



Food Technician Job Description



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JOB DESCRIPTION

POST: Food Technician (within Design and Technology)

RESPONSIBLE TO: Head of Food Technology

HOURS OF WORK: 37 hours per week, Monday-Friday, Term Time +2 weeks (1 week inset, 1 week deep cleaning e.g. 40 weeks per year)
Mon-Thursday 8:00 to 4:00 pm, Friday 8:30 to 4:00 pm

PAY RANGE: Range 2 FTE, Salary (based on 40 weeks)
Approx. £22,274 to £24,139 depending on experience

JOB DESCRIPTION

Overall Purpose of the Post

To support the safe and effective teaching of Food within Design & Technology by developing, preparing and maintaining appropriate facilities, equipment and materials for use by teachers and students.

DUTIES AND RESPONSIBILITIES

- To ensure timely and accurate preparation of materials and equipment, as required by teaching staff in advance of lessons.
- To ensure that food areas are prepared and serviced in readiness for lessons.
- Assist students, under the guidance of teaching staff, to enhance learning and to ensure safe working practices.
- To assist teachers in ensuring that all equipment from food practical work is cleared away when lessons are completed and ensure the room is ready for the next lesson.
- To assist teachers and other technicians, if deployed within design technology, in the preparation and clean-up of classroom areas, prior to and following a lesson.
- Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner.
- Assist the classroom teacher in the logging in and out of certain items of equipment as required.
- To use equipment such as washing machines, tumble driers, ovens, kitchen equipment and utensils, etc. when needed to assist the teaching and learning.
- Organise and deal with laundry used within the department.
- To ensure the classroom is set up safely and 'fit for purpose' for students and



teachers complying with health and safety legislation that protect future users.

- To ensure the safe and secure storage, handling, and movement and disposal of any cleaning substances.
- To undertake maintenance and basic repair work to equipment in a safe and secure way that protects future users.
- To ensure all daily and weekly checks on classrooms and equipment are carried out and health and safety guidelines are adhered to.
- To organise the storage of food and equipment for best access and use, always adhering to health and safety guidelines.
- To contribute to the planning, development and organisation of systems, procedures and policies within food in assistance to the Course Leader in food.
- To be responsible for maintaining records, such as inventory, risk assessments.
- To oversee stock levels of food and other resources and prepare/cost lists for requisitions, ensuring orders are the most efficient, place orders as required and appropriate.
- To shop for and weigh ingredients for students on free school meals.
- To undertake other administrative tasks as required.
- To manage own time effectively, organising workload, meeting deadlines set by the Head of Department with minimum supervision.
- To attend training courses and develop technical expertise as required and train other staff on relevant working practices.
- To maintain effective working relationships with staff, students, parents/carers and visitors.
- To implement and promote the school's policies and procedures relating to all areas of employment and service delivery.
- To be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the designated staff.
- To be familiar with and implement Health & Safety regulations.
- Provide First Aid when necessary (after training).
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- In addition to the specific responsibilities of the post, as a member of the support team within Design Technology, the postholder will be expected to assist with other tasks across the suite of subjects if required.
- To undertake other reasonable duties as may be determined by the Food line manager, subject lead for Design Technology and the Headteacher.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Person Specification

- Food Hygiene & Safety certificate or willing to complete.
- Safeguarding in Schools trained or willing to complete.
- Have an interest and basic knowledge of food preparation.
- Good literacy and numeracy skills and able to use ICT.
- Able to check information and maintain accurate records.
- Able to deal helpfully with colleagues, parents, students, and Senior Management.
- Demonstrable administrative skills. Excellent organisational skills and ability to meet deadlines.
- Able to work as part of a team.
- Able to plan and prioritise your own workload and use own initiative.
- Able to work creatively, flexibly, with enthusiasm and with initiative.

