

St Augustine of Canterbury Catholic High School



JOB DESCRIPTION

Job Title: Food Technology Technician

Grade: SCP 11 – 13

All job descriptions operate within the context of:

1. The school's mission statement.
2. The declared aims and objectives of the school.
3. The roles and responsibilities of the staff as declared in the staff handbook.

Core Tasks

- Prepare, deliver and collect ingredients and equipment for lessons both for demonstration and class use.
- Maintenance of equipment, checking for quality and safety in accordance with instructions, undertaking repairs/modifications within own capabilities and reporting other damage/needs to the appropriate person. Ensuring that equipment is sufficient and in good repair each summer in readiness for the new academic year and undertake associated stock-taking and asset register duties.
- Maintain good hygiene and health & safety practices.
- Adherence to regulations.
- Undertake personal development through training and other learning activities including annual appraisal as required.
- Attend and participate in meetings as required

Key Roles

1. **To Prepare for Food Technology Teaching**

Prepare all ingredients and equipment as required by the Teacher in Charge of Food Technology, according to agreed procedures, in time for lessons. Deliver such resources to the appropriate area being mindful of hygiene, health and safety and remove when required.

Maintain practical timetable.

If, and when required, directly support the learning of students in assisting the Food Technology teacher during lessons.

2. **Hygiene, Health & Safety**

Assist in the provision of a safe, clean and tidy working environment in the Food Technology department by:

- Dealing safely and quickly with breakages and spillages.
- Clearing away ingredients and equipment from learning and teaching areas as soon as possible after classes have been completed.

- Washing/cleaning Food Technology equipment after use and storing safely and securely.
- Cleaning sinks in Food Technology department
- Use of washing/drying equipment to ensure clean tea towels and aprons are available as required.
- Responsible for regular temperature checks of the fridges and freezers and logging these as taken to comply with health & safety audit requirements.
- Member of the first aid team and if required undertaking the necessary training.

3. **Stock Control**

Ensure the hygienic, safe and efficient use of resources, especially ingredients, keeping accurate records of use, use by dates, breakages and future planned consumptions to ensure that adequate supplies are maintained so that planned schemes of work can be delivered without delays brought about by deficiencies.

4. Within the allocated department budget, as directed by the Teacher in Charge of Food Technology, assist in compiling orders for ingredients, equipment, texts and other essentials for the delivery of the Food Technology curriculum taking account of best value principles.
5. Assist in the purchase and collection of both fresh and other ingredients when impractical to order these in.

Additional Duties

Any other duties deemed reasonable as directed by the Head Teacher.

Signed:

Date: