

FOOD TECHNICIAN

JOB DESCRIPTION

Duties and Responsibilities

General

- Maintain a safe and clean working environment at all times.
- Provide support and assistance to the classroom teacher during practical lessons.
- Work on your own initiative as well as a member of a team.
- Plan and prioritise your work effectively.
- Assist in the organisation and presentation of the Food Technology Room.
- To order food ingredients on a weekly basis and manage diary for the room, working with all teachers in the department.
- To prepare food ingredients for demonstration and practical lessons.
- To attend and participate in relevant meetings as required.
- To undertake any other duties commensurate with the post as may be required.

Maintaining Work Area

- To ensure that food technology rooms and equipment are kept clean and tidy and that food technology room safety regulations are met, including checking equipment for safety, cleaning and sterilising equipment and desks between lessons, advising students on safety aspects of particular practical work.
- To ensure risk assessments for the room and equipment are kept up-to-date.
- Ensure that fridges, blast chillers, cookers and equipment are kept clean and that a deep clean is undertaken when required (each half term).
- 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 be responsible for maintaining departmental displays of work both in the technology area and around the school.

Resources

- To monitor supplies of stock and inform line manager when further supplies of resources or ingredients are required; check goods delivered against orders and storing appropriately; carry out stock taking and inventory checks.
- To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists.
- To assist with the preparation of materials for lessons, display and projects.
- To assist in setting up for practical lessons and demonstrations.

Other

- The post holder will be expected to carry out all duties in the context of and in compliance with all the school policies.
- To be willing to undertake training as necessary.
- To participate in personal and team reviews.
- To provide support during examination weeks.

- To be familiar with Health & Safety regulations.
- Provide First Aid when necessary (after training)
- Be aware of and take part in the school's appraisal 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, the postholder will be expected to assist with other tasks of the support team as and when required.
- To support the department with wider school events.