



## PERSON SPECIFICATION

**Job Title:** Food Technician  
**Grade:** G3  
**Hours:** 10 hours per week, term time only plus 1 week

### Knowledge and Understanding

- Knowledge of equipment used, including cookers, washing machines, food mixers and sewing machines.
- Knowledge of safe working practices and an understanding of Health and Safety issues and practices.
- An understanding of equal opportunities with respect to young people in school and adults in the work place.
- Basic knowledge and understanding of information technology applications.

### Skills

- To liaise and communicate effectively by telephone and in person with staff and pupils.
- To instruct, receive and pass information both formally and informally.
- To organise and prioritise workloads.
- To devise and maintain good recording systems.
- To possess sufficient skills in Food Preparation and Nutrition to be able to undertake preparation work for classes and assist in project tasks as requested by teaching staff.
- To possess numeric skills to check stock levels and deliveries.
- To possess the cash handling skills to undertake basic shopping for materials.

### Abilities

- To maintain appropriate working relationships with staff and pupils including confidentiality and flexibility.
- To use hand and power tools appropriately and safely.
- To be willing to be involved in professional development and to attend courses to facilitate professional development.
- To follow set procedures and to work to guidelines as required.
- To undertake the inspection and minor repairs and (where applicable) servicing of equipment.
- To work on own initiative and also to be pro-active in identifying jobs to be undertaken to facilitate the effectiveness and efficiency of the team.
- To maintain a flexible and calm disposition in a demanding environment.
- To carry out tasks accurately and with speed.
- To lift and carry equipment.
- To systematically process queries/enquiries/resolve difficulties and cope with interruptions.
- To liaise with suppliers and external bodies to place and progress orders and resolve queries.
- To carry out appropriate clerical and reprographic tasks.

### Education and Experience

- A good basic education to include 5 or more GCSE passes.
- Practical/technological experience in a commercial/industrial/educational environment