



JOB DESCRIPTION

Job Title: Food Technician

Grade: G3

Hours: 10 hours per week, term time only plus 1 week

Job Purpose:

As a member of the Technical Team to support Food Preparation and Nutrition lessons and to undertake technical support duties within the school.

Description of Duties and Responsibilities:

Servicing of Teaching/Work Areas

General care of kitchen/teaching areas including the regular inspection and maintenance of work surfaces, appliances, handtools, machines, and other equipment.

Clearing up after lessons and putting away equipment/materials as required.

Undertake simple repairs and liaising with Head of Technology on the arrangement for the repair of specialist equipment, checking progress and advising of any changes.

Ensure the safe storage of equipment, resources and materials.

Responsible for stock control, IT equipment and software, including ensuring adequate supply of any consumables and associated administrative tasks (ie ordering, collecting, delivering, maintaining records, providing reports). Updating equipment logs.

Inspecting furnishings, equipment and services and reporting the need for repairs or removal.

Give advice on the selection and purchase of equipment and consumables.

Provide general administrative support.

Liaising with a wide range of companies.

Work and Materials Preparation

Preparation of equipment, resources and materials for lessons, activities and examinations and setting up demonstrations and experiments.



Preparation of materials and equipment and resources for groups and individual projects.

Testing new equipment and assisting in developing new practical work for lessons and examinations and projects including research work as necessary.

Assisting teaching staff with demonstrations and the supervision of students as necessary eg in an emergency or practical, oversight of a small group of pupils carrying out a project under the direction of the teacher.

Assisting with the preparation, construction and monitoring of displays, presentation and performances and with visual aids.

Give assistance with any short and long terms project of a technical nature.

Liaise with IT Technician/Caretaking staff and Adult Education Co-ordinator.

Other Tasks

Undertake such other technical duties within the school as may be required.

Liaise with other technical staff and with teaching staff as appropriate.

Safety

Ensure compliance with all relevant health and safety standards in the working areas and that all equipment/materials are safe before issue to pupils and staff or use by pupils and staff.

Technical Support within the School

The postholder will have as prime focus support for the Food Preparation and Nutrition curriculum area. As a member of the Technical Team s/he will be required to provide support to other curriculum areas and general technical support within the school as required. Deployment of staff for this purpose will be undertaken having regard to a postholder's technical skills, expertise and knowledge and where appropriate relevant training will be provided.

Supervision

On Technical Team matters and specific curriculum issues/tasks supervision will be provided by the relevant Head of Department/Class Teacher.

If required supervise any assigned technical assistant.