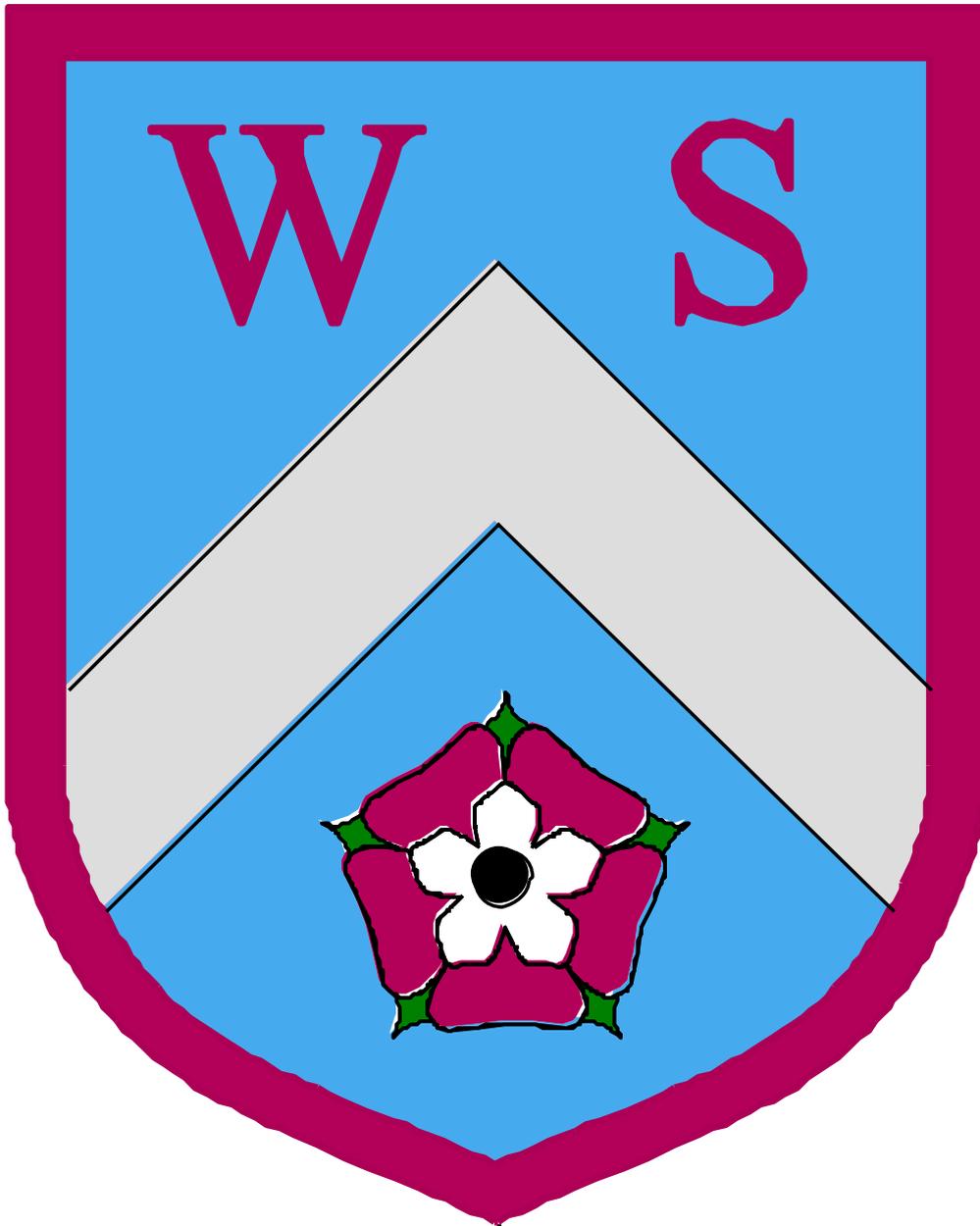


Wollaston School



FOOD TECHNICIAN

Job Description
2022



WOLLASTON SCHOOL

JOB DESCRIPTION

NAME OF POST HOLDER:

Job Title:	Food Technician
Hours:	30 hours per week, 40 weeks per year (38 weeks term-time plus 5 training days + 5 additional days) 9.00am – 3.30pm [Mon-Fri] (Including 30 mins unpaid lunch)
Salary:	Support Staff Pay Grade B, Points 1 - 2 (Actual Salary £13,075—£13,205 pa)
Reports to:	Head of Food
DBS [CRB] Disclosure Level:	Enhanced

Role Summary:

- You will provide professional daily technician support to all teaching staff within the Food department (and as required the ADT faculty). Your formal line manager will be the Head of Food – who in turn reports to the Head of Faculty).
- Your duties extend to maintaining, ordering and preparing the equipment (and food stores), materials and ingredients in the Food department and supporting in lessons when required (but not leading learning in classes).
- Carrying out administrative tasks and other functions in relation to the smooth running of the department.
- You will be responsible for food safety and hygiene compliance within all aspects of the department (under the direction of the Head of Food as/where appropriate) and health and safety with the food rooms. Under the guidance and direction of the TLD – Design Technology & Art you will be responsible for placing purchase orders for all consumables and ingredients within the department.

Key Responsibilities:

1. Maintenance of Equipment and Tools

- Routine day-to-day maintenance of all machinery, portable electric hand equipment, utilised within the department. This list is not exhaustive and includes checking temperatures, ovens, knives etc to ensure all are in a safe clean serviceable condition.
- Keeping all hand equipment and knives in a good safe serviceable condition.

2. General Technician Support

- Keeping all faculty practical areas in a tidy, clean, hygienic and safe condition, and maintaining the kitchens/storage rooms to be clean, tidy safe and functional at all times.
- Setting up and use of equipment as required.
- To be responsible for arranging and rotating stock in the storage room, ensuring relevant items can be locked away, for safety, but also are readily available when needed.
- Be proficient in basic ICT software.

3. Health and Safety and Hygiene

- Be responsible for the schedule and arranging of all mandatory annual/weekly/monthly health and safety and hygiene checks for the department in respect of; temperatures, cross contamination, stock rotation.
- Reporting any equipment or maintenance issues promptly.
- Maintain food rooms in liaison with cleaners, checking that surfaces and equipment is clean and that temperatures and freezers is permitted within range.
- Ensure that fridge and freezer temperatures are filed and stored centrally for reference and in readiness for inspection.
- Collect and maintain data about food allergies of students to ensure that teachers are aware of possible issues and ensure student's safety.

4. Purchase Orders and Inventory Management

- Maintain inventory/stock records of equipment held within each department teaching room.
- In line with wider school policy, to always seek Best Value when purchasing ingredients.
- To support the Head of Food in the administration of the budget, working closely/in conjunction with the TLD, to ensure limited funds are wisely spent.

5. Material and Ingredients Preparation

- Prepare ingredients for pupil premium students.
- To make weigh/prepare for experimental work and teacher demonstrations (as required).
- To carry out a range of general administrative support duties as/when required, including inputting data, photocopying, display work. To assist with such duties as/when requested by the TLD.

6. Student Support

- Manning the food rooms ready for a steady stream of staff and students on a daily basis (as/when required).
- To on occasion act as a Classroom Assistant during practical lessons, to give the teacher an extra set of "eyes and ears" (as/when required).

7. Other Technician Duties

- To attend faculty meetings (where possible) and to contribute to whole School events as and when required (for instance staff training and meetings, induction evenings, OAP Christmas party, practical exam days), and to accompany groups of teachers and students on out-of-school visits if/when required.

Generic Responsibilities:

- To be aware of the School’s duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous and professional way at all times in communications with both colleagues and other school stakeholders.
- To support and contribute to the School’s commitment to ‘Every Child Matters,’ enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- To carry out any other reasonable duties or request of your Line Manager, that are in keeping with this post or as may be determined from time to time by the Leadership Team.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed

Food Technician

Signed

Headteacher

Dated

Dated

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.