



### ***School Mission Statement***

***"To create and sustain, with God's help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ."***

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Title:** Food Technology Technician

**Reports to:** Head of Expressive Arts

**Liaising with:** Staff and students

**Working time:** 3 days a week from 8.00am to 4.00pm (22 hours per week)

**Scale / Point:** Point 5 - £12.84 per hour

#### **Job Purpose**

To provide effective technician support – practical and administrative - to the Food Technology department under the instruction of Food Technology teacher the Head of Expressive Arts.

#### **General Responsibilities**

- To provide practical and administrative support for the teaching of Food Technology
- To promote safe working conditions for students, staff and self by direct actions or the initiation/request of actions by others
- To maintain level of stock for Food Technology – ordering as necessary.
- To check in deliveries and distributing or storing
- To support students during practical lessons as directed
- To maintain a bank of catalogues and instruction manuals for equipment and procedures
- To carry out administrative tasks for the department - filing, photocopying, stock-taking
- To assist with and prepare food samples for Open Evenings with students
- To be available to assist other members of staff within the Department, as required

#### **Specific Duties**

- **Food Technology**
- To work with the Food Technology department to ensure that equipment and resources necessary for all lessons are available in a timely, cost effective and efficient manner.
- To prepare classroom for each lesson, weigh out ingredients for limited number of students if required, prepare and set up materials for students using appropriate equipment, tools and resources as directed
- To ensure teaching and storage spaces are tidy and clean helping to direct students to wash utensils after a practical lesson. To be responsible for the safe storage of all equipment and tools. To ensure student work and unused materials are stored safely.
- To keep sinks, cookers and worktops clean; keep stock rooms and equipment clean, tidy and in good order, reporting any issues to the Lead Technician asap

Any reasonable additional tasks that the Head of Faculty may from time to time request

Any other duties relevant to the post