

## Job Description

**Post: Food Studies Technician. Full time, Permanent**

**Responsible to: CFO, Director of Teaching and Learning and Curriculum Leader**

**POST RESPONSIBLE FOR:** The post has no responsibility for staff

### MAIN PURPOSE OF THE JOB

To provide an efficient and effective technical support service to the school Food Studies department.

### Responsibilities

- To ensure all materials and equipment is set up ready for practical lessons/class demonstrations and to ensure it is retrieved after use, accounted for and returned to store.
- To ensure all kitchens and equipment are kept in a safe and tidy manner.
- To do a visual/written weekly check of all services to ensure correct operation, reporting faults as necessary.
- To ensure kitchens are kept locked when not in use and unlocked for staff as required.
- To undertake routine maintenance of general facilities and equipment, reporting faults as necessary – this is done daily for maintenance of all materials in the kitchens.
- To carry out stock checks, contact suppliers, place orders for goods and services, check and safely store goods when delivered and chase up late or incorrect deliveries.
- To obtain either by purchase from local suppliers, various items for use in Food Studies practical lessons and at times in an ad hoc approach.
- To ensure all food stuff is disposed of appropriately and bins kept safe and hygienic.
- To assist teaching staff in the running of individual practical sessions e.g. KS4 assessments.
- To maintain the department's filing/storage systems and photocopying.
- To provide administrative support to the technology department.
- To undertake any other duties that may be required e.g. testing new recipes, support the CL in monitoring the ingredients funding and an overview of handling and monitoring the use of allergenic foods.

### General

- To have responsibility for promoting and safeguarding the welfare of all students.
- To have due regard for the School's Health and Safety policies.
- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review.
  
- To undertake training as and when appropriate.
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head.

### Contacts

Regular : Students, teachers

### Supervision

The postholder should be capable of planning and prioritising their own workload referring queries as necessary to the Head of Technology

### Health and Safety

The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's and the LEA's policies and procedures

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.