

Food Technician

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

To work at Pakefield High School, Loddon, Norwich

Salary

Scale D
Starting at point 5

Hours of Work

33 hours per week – Monday to Friday
39 weeks per year (Term time plus one week)

Core Purpose

Under the overall direction and control of the Head of Department and in accordance with the procedures of the school, to work with teaching staff to support the teaching and learning in the Food Department by ensuring the effective preparation of ingredients and storage of food, cleaning and maintenance of tools, materials, equipment, furniture and fittings.

The role will also include supporting teachers in practical lessons and undertake learning activities with students and teachers.

Reporting Lines

Report to the Head of Food

Key Responsibilities

- To undertake preparation of ingredients for students' practical work. This will also include preparing equipment, materials and other resources.
- To prepare, organise and set up ingredients for practical demonstrations.
- To enquire about equipment and ingredients that are required, their availability, cost etc and, if authorised, to purchase such items using the schools normal procedures.
- To assist in the production of technical information that is to be used by staff and students.

- To understand and be aware of all health and safety instructions on the use of the departments resources (e.g. materials, equipment, cleaning materials, food storage etc.).

Cleaning and Maintenance

- To be responsible for ensuring that all fixed and loose equipment and plant is in good working order through regular inspection and checks.
- To clean, launder and repair all cloths, tea towels, oven gloves aprons and other fabric items used.
- To clean, maintain and organise use of utensils and hand tools including regular checks to ensure good working condition and that all are present.
- To maintain and clean tables, work surfaces, kitchen units, sinks, fridges, freezers, cookers and other equipment in the department.
- To ensure ovens and fridges are cleaned and maintained on a weekly basis and deep cleaned annually.

Stock Maintenance and Storage

- To receive, check and store all ingredients, materials and other resources, reporting on stock levels and conditions as required.
- Check and store all deliveries in an efficient and safe manner.
- Stock control, keeping records, ordering materials, sorting out invoices and receipts, inventory checks.
- To keep store cupboards clean and well organised and ensure rotation of perishable goods and materials.

Health and Safety

- To oversee and arrange for the electrical and mechanical servicing, inspection and maintenance of fixed and loose equipment within the departmental areas.
- To inform Head of Department of any general Health & Safety or other risks within the departmental areas.
- To attend regular training sessions to keep up to date with statutory requirements and any changes in work practice.
- To make certain that all equipment in the Department conforms to Health & Safety requirements by making checks on a daily, weekly and termly basis as necessary.

- To support the production of departmental risk assessments and general Health & Safety requirements.

Other Tasks

- To put up and change classroom displays as required.
- Within the time available after other duties, and when requested by teaching staff, to demonstrate the use of machinery, equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to students during practical lessons, project work and assessments.

Other Opportunities

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

Variations

- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.
- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSE's (Including English and Maths) or equivalent Relevant qualifications to support the technical skills and knowledge required for the role 	<ul style="list-style-type: none"> Food Safety Hygiene Certificate First Aid Certificate (but training available)
Experience	<ul style="list-style-type: none"> Experience of working in a school or with young people Have knowledge of Health and Safety regulations/procedures 	<ul style="list-style-type: none"> Experience of working in the Food industry
Knowledge and Technical Skills	<ul style="list-style-type: none"> Effective use of ICT and other specialist equipment/resources Full working knowledge of relevant policies /codes of practice/legislation Understanding Health, Safety and Welfare regulations and best practice Ability and enthusiasm to work jointly with colleagues 	
Skills and Personal Attributes	<ul style="list-style-type: none"> Excellent keyboard skills Ability to prioritise effectively High professional and personal standards in both work and conduct Strong personal drive and willingness to get things done Good time management Openness to learning and change Effective written and oral communication skills Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently Ability to relate well to students and staff 	
Equal Opportunities	<ul style="list-style-type: none"> A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity 	
Safeguarding	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice 	
Other Requirements	<ul style="list-style-type: none"> Awareness of Health & Safety procedures An understanding of data protection Ability to work flexibly and outside of normal working hours if required 	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.