

Job Description

Food and Technology Technician Longdean School

Responsible to: Head of Design & Technology

Job Purpose

- The Food Technician will help to ensure the smooth and efficient running of the food department within the school.
- Work with the Food Teacher to ensure health and safety regulations are met and all lessons are prepared for and fully resourced.

Key areas of responsibility

- Ability /willing to train to use specialist Design and Technology equipment such as bandsaws, sanders, table saw, laser cutter, 3D printer.
- Have knowledge and experience in the use of 3D and 2D CAD software or willing to train in CAD-CAM area.
- To assist DoL Technology in the production of Risk and COSHH assessment and CLEAPS, liaising with site team. Understanding of health and safety and COSHH regulations in relation to Design and Technology.
- Support the STEM area, particularly STEM club on Monday's session.
- To maintain stock keeping and stock control, including supporting the DoL with the ordering of resources, materials and equipment. Prepare materials and resources for Design Technology lessons as specified by the teaching staff within the department.

Main Responsibilities

- Preparation of equipment and ingredients for demonstration, class practical work, assessments and examinations.
- To ensure that utensils and equipment are clean and ready for the start of each lesson.
- To ensure equipment, electrical connections and other materials are left/stored in a safe and secure condition, ready for re-use.
- To manage ingredients being delivered to the food room before form on the days the students are cooking. On receipt of ingredients from students, make sure they are clearly labelled with their name and placed on the correct trolley. Store high risk foods in the fridge.
- To undertake routine resource tasks as determined by the needs of the Food Teacher such as filing, laminating, printing, scaling down recipes, making shopping lists and stock checking; °
- To book delivery slots for online shopping in advance and complete online shopping order weekly, flagging any issues with ingredients to the food teacher
- To collect, unpack and check orders of equipment and food
- Complete necessary purchasing and finance forms.
- Freeze and defrost foods as necessary to minimise food wastage

- To provide cleaning and practical support to the class during lessons.

- Kitchen laundry – Washing, drying and distribution of tea towels, dish cloths and sponges after every practical.
- Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.
- To assist the food teacher in managing the risk assessments required for the kitchen and updating them as needed.
- Keeping the recipe folders up to date for each curriculum. Copy and laminate recipes when required.

School Culture

- Support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a culture and ethos that is utterly committed to achievement
- Support and work in collaboration with colleagues and other professionals in and beyond the school
- Vision aligned with SJL's high aspirations and high expectations of self and others
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Other

- Undertake other various responsibilities linked to the specific nature of your subject and the role it plays within the wider school as directed by your Line Manager or the Principal.

Knowledge, Experience and Training

- Experience of working within a workshop environment.
- Some experience in maintaining and servicing workshop machinery.
- Ideally, experience of working in an educational context, preferably a school
- A high level of drive and motivation
- Willingness to learn and receive training in new areas and skillsets
- Excellent organisational and inter-personal skills
- Ability to work across a variety of disciplines within design and technology

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.