

Job Description: Food Technology Technician



Post Details

School/setting: Poole High School
Post type: Support staff
Grade/pay level: SCP 4 (Fixed)
Responsible to: Head of Food & Nutrition

Main Purpose

To work collaboratively to provide specialist technical support to teaching staff within the Food Technology department and to ensure the safe and proper use and maintenance of resources and equipment.

To support a variety of teaching activities, within Food Technology, including supporting GCSE and A-Level practical sessions, through use of specialist technical knowledge and skills.

Duties and Responsibilities

- To ensure that Health and Safety requirements, and other relevant regulations (e.g., COSHH) are adhered to and observed, which includes:
 - regular review of procedures and risk assessments, as appropriate to the work area
 - regular checking equipment for safety, i.e., ovens and fridge temperature daily checks
 - regular cleaning and sterilising equipment
 - distribution of advice for students on safety aspects of particular work
 - maintaining a safe and clean working environment at all times
- To assist in the organisation and presentation of the Food Technology kitchens, including:
 - monitoring the supplies of stock, ordering resources or ingredients as required, and managing delivery and storage
 - preparing ingredients for PP students, as required
 - ensuring all equipment is accounted for, in the correct place and replaced where necessary
 - ensuring all equipment is stored in a safe, hygienic and appropriate manner
 - checking goods delivered against orders and storing appropriately
 - carrying out accurate stock taking and inventory checks
 - recording breakages and loans and assisting with department filing
 - maintaining up-to-date catalogues and price lists for ingredients and equipment
 - maintaining departmental displays of work in the food technology rooms
- To provide support and assistance to the classroom teacher during practical lessons, including:
 - assisting the preparation of materials for lessons, displays and projects
 - assisting in the setup for practical lessons and demonstrations
 - ensuring clean equipment, including aprons, cloths and towels, are readily available
 - assisting the classroom teacher in the setup and take down of equipment as needed
 - attending and participating in relevant meetings as requested
 - assisting with the supervision of pupils out of lesson times, e.g., clubs, visit and extra-curricular activities organised by the department.
- To supporting the headteacher's PA with refreshments/hospitality arrangements as needed

Safeguarding Duties and Responsibilities

Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

Twynham Learning Attributes for all Staff

Ambition for excellence
Professionalism
Humility
Championing change

Inclusiveness
Positivity
Community-mindedness
Being collaborative

Qualifications, Knowledge, Skills and Attributes Required

Essential:

- Holds a relevant vocational or academic qualification in the subject area (e.g. BTEC Higher, HNC/D, Advanced City & Guilds certificate) with applied practical experience. OR has substantial experience in the work area.
- Is organised and a strong communicator with excellent interpersonal skills, including team work.
- Is enthusiastic and committed to supporting students to overcome barriers to learning
- Is confident with practical work and the use of tools and relevant equipment
- Has a positive outlook and a sense of humour

Desirable:

- Competent IT skills for presentation, analysis and recording purposes.

Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).