

## Job Description

<b>Job Title:</b>	Food Technology Technician	<b>Reporting to</b>	Food Technology Teacher
		<b>Grade and Range:</b>	WAT Grade D, pt 6 -9

Purpose and context:	<ul style="list-style-type: none"> <li>• Preparing and setting out of materials and equipment for demonstration and practical lessons, clearing away and proper storage.</li> <li>• Maintain a high standard of hygiene and safety in the department including cleaning and maintenance of food storage facilities, refrigerators, freezers, laundry, and other relevant electrical equipment.</li> <li>• Maintaining inventory, checking stock, and ordering</li> </ul>
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### Main Duties and Responsibilities

**This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The post-holder may reasonably be expected to undertake other duties commensurate with the level of responsibility from time to time.**

- Preparing for and facilitating practical demonstrations.
- Preparing and clearing away materials and equipment for Food Technology lessons
- Making arrangements for maintenance and repair services to equipment
- Promoting excellent health and safety standards
- Contribute to the planning, development and organisation of systems/procedures
- Promoting healthy eating
- Maintaining stock and breakage records, catalogues and user manuals
- Ordering, receiving and accounting for new stock and equipment
- Washing and drying tea-towels, dishcloths, oven gloves etc.
- Cleaning of Food Technology areas.

This job description will be reviewed regularly and any changes will be made in consultation with the post-holder.

All staff are expected to

- promote the Woodard Christian ethos that embraces all faiths and none
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- follow Trust policy and procedures
- observe health and safety requirements and play their part in ensuring a safe working environment

**Safeguarding Statement**

St Augustine Academy is committed to safeguarding and to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance on appointment.

**Equality and Diversity**

St Augustine Academy is committed to equality of opportunity and applications from all sections of the community are welcomed.

**Signed:** .....

**Date:** .....

**Signed:** .....

**(Principal)**

## Person Specification

### Food Technology Technician

#### Qualifications

##### Essential

5 GCSEs at A\*-C or equivalent

##### Desirable

Level 2 award in Food Hygiene and Safety  
Health and Safety Qualification

#### Experience and Knowledge

##### Essential

Experience of working in a kitchen/ preparing food  
Experience of working with young people  
Experience of working in, and contributing to, a team

#### Skills and Abilities

##### Essential

Ability to manage stock control  
High standard of cleanliness  
Critical eye for maintenance issues  
Good communication and organisational skills

#### Technology/IT Skills

##### Essential

Good ICT skills, including working knowledge of MS Office products

#### Motivation

##### Essential

Commitment to the Academy and Trust's vision and values.  
Focused on impact and outcomes of work activities.

#### Personal Qualities

##### Essential

Sound work ethic and commitment to high standards  
Good interpersonal skills  
Ability to work calmly under pressure  
A willingness to learn and adaptable to change  
A flexible approach to work, including a sense of humour

#### Special Conditions

##### Essential

All postholders will be required to undertake an enhanced DBS check