**Food Nutrition & Preparation Technician**

**Job description**

**Purpose of Role:**

The Food Nutrition & Preparation Technician is responsible for supporting both teaching staff and students in the day to day smooth running of this busy department, and responsible for all costing, ordering and managing equipment and ingredients.

**Summary of Key Responsibilities:**

**1 To assist the teaching staff by preparing the rooms for practical sessions by**

* Providing the necessary equipment from the storerooms for practical lessons
* Preparing sensory analysis equipment
* Setting up demonstrations and clearing away
* Assisting the clearing away procedures during and at the end of the lesson to ensure the rooms are left in a tidy, clean and hygienic state.
* Ensuring all rooms are clean and fully equipped
* Ensuring all laundry is up to date
* At the end of each term assisting with the cleaning of the department to meet health and safety standards

**2 To assist the teaching staff in providing resources for lessons by**

* Ensuring all the worksheets and recipe sheets required are duplicated and readily available
* Helping teaching staff with the updating and production of resources and materials
* Keeping boards up to date and attractive

**3 To assist students and staff**

* On arriving at school students may require help in knowing where to store ingredients
* Sometimes a student needs help with tidiness and organisation during a practical lesson or help with clearing away at the end of the lesson or by the end of a given time
* To help students make sure the dish they have prepared is transported home in a safe and hygienic way. Help with wrapping or placing in containers may be necessary. Also, food may need to be placed on one side in the kitchen to cool until it is safe to put in the refrigerator
* To liaise directly with HOD on all issues related to the department

4 **Admin Support to Food Tech Teachers**

* Responsible for costing of food per student and communicating to Food Tech Teachers
* Responsible for ordering all food from supermarket in accordance with timetable requirements, taking delivery and checking order is correct
* Responsible for ordering equipment required for food practical
* Managing the ingredients and costing for Pupil Premium students
* Completing electronic communications to parents and staff as required and taking of registers
* Ensuring all filing is completed weekly to assist Food Tech teachers with their lessons and planning
* The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*This job description forms part of the contract of employment of the person appointed to the post.*

 *The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Line Manager or Headteacher. This job description will be reviewed annually and is an integral part of the appraisal and line management process.*