



# New Line Learning Academy

*Believe and Achieve*

**Job Title:** Food & Cookery Technician  
**Salary:** Future Schools Trust Grade 3  
**Responsible to:** Lead Practitioner of Food & Cookery  
**Hours:** 37 hours per week, term time only (Mon-Thur 7:30 – 15:30 & Fri 8:00-15:30)

## 1. Main Purpose of Job

To provide practical and administrative support for the teaching of food courses and whole school events such as after school activities, taking into consideration the needs and wishes of the Academy.

## 2. Accountabilities

- To unlock and lock up the Catering Suite.
- Ensure all demonstrations, preparation for practical sessions and resources for each lesson are set up.
- To purchase/order provisions making sure supplies are stored in accordance with statutory regulations and that stock is properly rotated.
- Assist with the monitoring of the budget, keeping accurate records.
- To deliver core lessons, with support, ensuring cover work is completed during the sessions.
- To assist cover staff with theory lessons. To help ensure the cover work is completed during the lesson.
- To prepare differentiated materials/create resources using ICT for the learner's use.
- Complete photocopying and support teachers with assessments as requested.
- Work with the learner's individually and in groups leading some activities.
- Clear up after practical sessions, putting washing on, drying it and storing away materials.
- To ensure all appliances are turned off at the end of practical sessions, particularly cookers and the mains gas tap.
- Assume responsibility for the Catering Suite's facilities, reporting any defects promptly and completing an inventory annually checking the Catering Suite's equipment.
- To check, tidy all kitchen cupboards and drawers weekly and complete end of term cleaning as requested.
- Produce displays celebrating learner's achievements
- Other duties as may be reasonably requested by the Trust



## **Person Specification**

### **Essential:**

- A good level of general education with good literacy and numeracy skills.
- Ability to use cooking equipment and prepare/cook/store foods safely with the ability to communicate these skills effectively to colleagues and students.
- An ability to drive or access to a vehicle as purchasing of shopping on a weekly basis is required.
- Confident technology skills.
- Must observe current Food Safety (General Food Hygiene) Regulations, Health and Safety at Work Act, COSHH and other appropriate statutory information.
- Experience of working with or caring for children of relevant age
- Good general education
- Able to participate in development and training opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Flexible
- Ability to use own initiative
- Willing to undertake safeguarding training

### **Desirable**

- Qualified to the Chartered Institute of Environmental Health Level 2 Award in Food Safety in Catering or equivalent.
- Level 2 Award in Health and Safety or equivalent.
- Current First Aid certificate (training will be given if certificate not held).

## **4. Organisation**

The post holder will be line managed by the Head of Food & Cookery.

## **5. Financial Accountabilities**

None

## **6. Working Environment**

Working in Catering Suite lessons and classrooms. School based.



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This job description may not necessarily be a comprehensive definition of the post. The post holder may be required from time to time to undertake other duties within the academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.

The job description will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.