



ST MARY'S CE HIGH SCHOOL JOB DESCRIPTION

Post Title : **Food Technology Technician**
Reports to : **DOTL (Science and Technology)**
Grade : **H2/H3**

Main Duties and Responsibilities

- Support with daily lesson preparation
- Prepare materials and ingredients as required by the subject teacher prior to lessons
- Ensure all equipment are kept in optimum condition and stored correctly
- Organise extra equipment for lessons as directed by classroom teacher
- Regularly maintain the equipment and utensils in the classroom areas
- Empty and clean equipment after practical lessons and keep surfaces, cookers, sinks and equipment clean
- Keep all classrooms organised and free from hazards and check services (gas, electricity and water) and equipment within the classroom is safe. To report any concerns to the appropriate member of staff.
- Laundering of tea towels, oven gloves, aprons and washing up cloths etc after practical lessons
- Ensure the food technology classrooms have a high level of cleanliness.

Preparation for and support with practical lessons

- To provide support for the teacher during practical lessons
- Advance ordering of specific ingredients and materials for lessons, tasting sessions and for whole school events
- To maintain high standards of hygiene within the Food Technology practical classrooms.
- To assist students during practical lessons when required.
- To collect, record and store all ingredients received from students
- Maintain expenditure records for monitoring the Departmental budget/capitation.
- Maintain a comprehensive stock inventory of all stock and equipment within Food Technology
- Ensure that Departmental purchases are competitive and cost effective
- Ensure on a termly basis that a stock check is undertaken of all equipment and assets
- The set up computers and audio visual equipment as required.

General

- Organise materials, ingredients and equipment in the Department
- Ordering and stock-taking of materials, ingredients and equipment
- Organise and catalogue books in the Department
- Arrange for the repair and maintenance of equipment
- Assist with the organisation and delivery of non-exam assessments
- Undertake and keep records of risk assessments.
- To undertake reprographic (copying class worksheets/handouts) and admin work (ordering, filing etc)
- Under the direction of the HOD, ensure that all health & safety requirements are met.
- To assist teaching staff in promoting and raising the profile of Food Technology within the School.
- Work as part of a team within the Science and Technology Teaching and Learning Area by assisting each other as and when required
- To undertake such other tasks relevant to the work of the Food Technology Department or the needs of the school as they may arise.

Key skills and experience needed:

- Good food technology and catering experience and skills desirable
- Practical/hands-on experience is desirable but not a necessity
- Ability to show initiative and to prioritise one's own work
- Ability to work as part of a team and individually
- Ability to use Microsoft Office including e-mails
- Self-motivating with the ability to multi-task
- A firm presence and ability to influence student behaviour
- Professional manner. Proactive, engaging and empathetic.
- Enthusiastic, friendly, patient and with a positive outlook

This is the current job description which will be subject to annual review.

January 2019