



Schools Food Technician

OVERVIEW

The Food Technician will provide technical support to the Food and Nutrition Department and undertaking the practical health and safety role for the department within an independent boarding school.

RESPONSIBILITIES

- Preparation of the Food and Nutrition room to include resources, ingredients and equipment for lessons, assessments and examinations
- Ensure the teaching room and prep room are kept tidy and clean and that hygiene, health and safety regulations are met; to include the laundering of tea towels, cloths etc, cleaning of sinks, draining boards, work tops, equipment and the tidying of cupboards, drawers etc to monitor contents and condition of stock
- Check all ingredients and equipment are stored securely after use
- Ordering, receiving and accounting for new stock and equipment - to include purchasing and ordering supplies from local supermarkets and bulk orders where appropriate
- Carry out daily visual checks of all machinery, before being used by students, maintaining/making arrangements for maintenance and repair services to equipment
- Monitor and maintain records of ingredients and equipment, including inventories and records of breakages; to include informing the Head of Food of stock to be replaced/ordered
- Assisting in the maintenance of health and safety standards; to include responsibility for keeping its departmental first aid boxes up to date and stocked
- Contribute to the planning, development and organisation of systems/procedures/policies
- Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the department
- Providing support and assistance to Helping teaching staff with practical work in lessons if and when required
- Any other reasonable requests from Head of Food and the Headmistress.
- To attend and participate in relevant meetings as required; such as trainings, CPD and Inset

PERSON SPECIFICATION

- A knowledge of food hygiene and basic cooking skills would be an advantage, but a willingness to learn new skills is very important.
- A methodical, skilled planner
- Excellent organisational, interpersonal and communication skills
- Have a good sense of humour
- High levels of initiative; ability to work independently
- Enjoys working in a challenging role and the ability to cope with time and other pressures
- Be polite, professional and friendly at all times with pupils and colleagues.
- Be able work as part of a team and prepared to assist colleagues in a willing and positive manner including assisting with other duties as required
- Be flexible, reliable, punctual and trustworthy.
- Good administrative skills are important, to be able manage the practical activities in a busy department and to support with exam administration

TERMS

- Full Time, 37.5 hours per week, Monday to Friday to fit around the requirements of the department. Term Time only 34 weeks.
- £11.60 per hour

The start date for this role is ASAP.