

Job description

Food Preparation and Nutrition Technician

Role

To work as part of a team in the technical and practical support of the Food Preparation and Nutrition Department to ensure consistent excellence in the standards and achievement, teaching and learning, quality of provision, and personal development of all pupils within the department.

Responsible to: Team Leader of Food Preparation and Nutrition

Responsible for:

- Daily preparation of equipment and teaching materials for lessons.
- General tidying and clearing away demonstration materials.
- Washing, drying and distribution of linen for the two food preparation rooms.
- Checking and routine maintenance of kitchen equipment.
- Ensuring that equipment is maintained cleaned and stored appropriately.
- Ensuring the health and safety procedures are understood and followed.
- Photocopying and filing of work sheets.
- Regular ordering and maintaining the Food Preparations and Nutrition accounts.
- Cleaning and general maintenance of larders, fridges and cookers.
- Ordering stationary and text books.
- Washing Altar linen (and ironing).
- Selling of pupil Food technician aprons.
- Stock taking, checking for repairs and ordering replacement equipment.
- Preparation of examination papers.
- Helping with catering for social events organized by the Food Technology Department.
- Food Preparation and Nutrition Display Boards.
- General support with Open Evening, Year 9 Options Evening, Exploration Days.
- From time to time there will be some general administration work for the Product Design Department.

How to fulfil the role

Initiative

- *Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics*
- *Thinks and acts ahead*
- *Seizes opportunities and sorts out problems*

Relating to others

- *Team working: the ability to work with others to achieve shared goals.*
- *Support and endorse the school's Christian ethos*

Reflecting

- *Reflect on personal and professional development*
- *Be aware of your own skills and self-management as regards time, prioritising workload and achieving a work life balance*

Reliability

- *Able to complete work in a reasonable time to the required standard*

With elements from Hay McBer – professional characteristics Indicator 5 of the Investors in People Standard 2006

Hours per week: 25 hours per week (term time only)

Grade: 3

Date last reviewed: March 2018