

JOB DESCRIPTION

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

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| **Title of Post:** | **Food & Nutrition Technician** |
| Purpose: | To support the smooth running of Food Technology. Preparing materials and ingredients and maintaining equipment to ensure the teaching environment is kept to a high standard. The Technician will support in ensuring that stock control is managed, and materials/ingredients are prepared for classes to assist teaching staff. The Technician will work alongside Department members to support learning for students and provide general support to the teacher in the classroom environment. |
| Responsible to: | Head of Faculty and Lead Teacher, Food and Nutrition |
| Liaison with: | Head Teacher, Deputy Head Teacher, Assistant Head Teachers, Heads of Department, Lead Teachers and all relevant teaching and non-teaching staff. |
| Working Time: | Part time - 14 hours per week, 8.30am – 4.00pm, 2 days a week |
| Scale Range: | 5-6 |
| Disclosure level: | Enhanced |
| **Main Duties** | ***Activities related to practical work***   * Preparing equipment, materials, ingredients for practical classes, as well as set up for teacher demonstrations. * Shopping for ingredients, material, and resources as necessary. * Organise servicing of electrical equipment, including monitoring the condition electrical equipment. Set up and place away when required. * Assist in maintaining hygienic work conditions ensuring that all work areas are clean and tidy. Inclusive of, support the clear up of food practical lessons – checking students’ equipment, collection of knifes, floor sweep and surface/sink wipe down. * Laundry and loading/unloading the dishwasher. * Check supplies necessary for the smooth, day-to-day running of Food. * Establish good relationships. Supporting teachers/students in practical learning environment – checking for safe working practices and encourage student interaction. Act on initiative to support. * Stock checking. * Work alongside teachers in the classroom environment and oversee when students are using key equipment.   ***Care and Maintenance (Rooms W11 and W12)***   * Maintain an organised environment. * To maintain tools and equipment in good working order. * To liaise with staff in the organisation and booking of equipment/machinery servicing and repairs. * Maintain store and preparation areas are in a working condition. |





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|  | ***Administrate Tasks and Displays***   * To monitor levels of materials and raise orders for new stock as required. * Assist in the update of Department displays. * Support in submitting and collection printing of resources. * Updates of Departments display boards. Mount work/resources to use on corridor and classroom displays.   ***Health & Safety***   * To advise the HOD/key staff on health and safety issues and ensure that a safe working environment is maintained. * To assist with the supervision of students’ practical work when necessary and advise students of the Health and Safety rules and procedures. * To launder and allocate tea towels, oven glove, etc used during practical lessons and supervise their maintenance. Replenish hand soap and wash up liquid. * To implement a record of fridge and freezer temperature checks. * Checks and maintenance of the ovens and hobs – deep clean and wipe downs/Change of bottom protection.   ***Generic***   * Gain the necessary Level 2 Food Safety & Hygiene Certification. * Undertake necessary CPD required in order to keep up-to-date with developments as identified through Appraisal. * Ensuring compliance with the school’s Health and Safety Policy, personally contributing to a safe environment. * Performing other such duties of a similar nature as from time to time may be required. Show the ability to respond to flexibly, positively, and successfully to the Subjects and on-going school’s needs. * To support and invigilate in the practical school examination. * Excellent communication, a team player and time management. Show a flexible approach to accommodate changes in priorities. |
| Specialist Status: | * Supporting trips and visits. * Putting together medical information for trips and visits. |
| Other Specific Duties: | * To promote the school’s corporate policies. * To continue personal development as agreed. * To actively engage in the performance management review and development process. |
| Additional Duties: | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |



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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I am in agreement with this job description.

………………………………….. Signed (Post Holder)

………………………………… Signed (Line Manager)

