

Salary:

Grade 4/5

Reports to:

Second in Design and Technology

Purpose of the Role:

- To provide a support to staff and students in the Food Technology room including preparation of ingredients and equipment; ensure rooms are cleaned and that Health and Safety is adhered to.

Main Tasks and Responsibilities:

- To use the Food & Nutrition lesson KS3 & KS4 trackers to organise the L3 room diary when practical's and theory lessons will take place.
- Responsibility for organising what ingredients are required for PP pupils, working a week in advance.
- Organise and prepare PP student food ingredients in advance of the lesson required, labelled with groups, dates and distribute to pupils at the start of lessons.
- Stock check/rotation of dry ingredients and basic equipment/utensils.
- Responsible for ordering all PP ingredients, new stock and supplies such as tinfoil/cling film, soap powder and liaise with the Finance department/Head of department.
- To be flexible with working hours daily to work around practical lessons that teachers in the department may have each day.
- Ensure all food is weighed in preparation for food teacher demonstrations.
- Be responsible for the wrapping up of pupils completed dishes, and the safe storage in the cupboard or refrigerator. Including disposing of food that has been left by pupils for at least 4 days. Washing and storage of containers ready to distribute back to pupils.
- Carry out general cleaning/tidying of cupboards, work surfaces, cookers, fridges and storage areas in the Food & Nutrition room.
- Conduct deep cleans of the Food & Nutrition room termly as appropriate including equipment.
- Ensure small equipment and utensils are cleaned, correctly stored away and in good working order. Organise the equipment trolley and create new labels where necessary.
- Clean units, sinks, hobs, refrigerators and ovens as appropriate on a daily basis.
- Launder towels and dishcloths, in preparation for Food & Nutrition classes and staff room usage. (Staff room to have different tea-towels and dish cloths).
- Conduct the organisation, maintenance, cleaning and general preparation of equipment required for GCSE Food NEA and Vocational assessments.
- Report any issues with equipment to the Site team; marking any broken or faulty equipment as 'out of use' and if possible, remove from student access.
- Regularly load hand drying dispensers and organise bin liners for cleaners.
- Conduct regular checks on equipment loans ensuring students return items or advising 2nd in Department if not returned.

Main Tasks and Responsibilities:

- Conduct maintenance of GCSE equipment where practical to do so e.g. wiping electric whisks, cleaning pasta machines, blenders and food processors.
- Administrative tasks e.g. filing, photocopying, laminating and use of Office software such as Word, Excel, PowerPoint, Email.
- Creating wall displays directed by teaching staff.
- To assist with the collating of food related competition entries by creating posters, certificates, and PowerPoint presentations for them.

Classroom based support:

- Support students and teaching staff during lesson time, supporting practical tasks in particular.
- Being able to recognise when and where pupils may require more support in practical lessons and help on a 1-1 basis during lessons.
- Assist setting up and starting lessons – getting books out, organising tables, printing materials, prepping materials (e.g. greaseproof paper) and equipment for theory and practical lessons.
- Supporting teachers in practical and theory lessons by preparing the room. Such as opening windows, fans on, ovens on in advance of the lesson, and cleaning away demonstration ingredients where necessary.

Health and Safety:

- To hold a Food Hygiene and Safety Certificate. (CPD will be provided)
- Conduct appropriate cleaning and hygiene checks on all matters relating to the Food room on a daily, weekly, termly basis.
- To have particular regard to health and safety matters in accordance with school policy and statutory requirements.
- To hold responsibility of relevant H&S records of all refrigerator and freezer temperatures weekly, including accident books.

Other Duties

- Maintain good working communication with your line manager.
- Supporting departmental extra-curricular activities.
- To actively safeguard and promote the welfare of children at all times.
- Maintain confidentiality regarding handling of sensitive data pertaining to students, staff, or school related matters to ensure the integrity of all data held in the school.
- Take part in regular training including Safeguarding and termly cyber security awareness.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the employee's line manager / Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

Signed:**Date:**