



Job Description & Person Specification

Job Title:	Food Technician
Location:	Hinchingsbrook School
Reports to:	Head of Food Department

Purpose

- To provide practical and technical support to the Food Department in order to ensure the delivery of a high standard of teaching and smooth running of the curriculum
- Provide support to the Food Department Teaching Staff
- To ensure compliance with existing legislative requirements and work towards the agreed aims of the school

Main Responsibilities

Technical Assistance

- Complete daily routine jobs in the department; cleaning down in between lessons, checking equipment, actioning laundry and loading dishwashers
- Provide timely and effective preparation of materials for lessons
- Assist teaching staff with demonstration lessons and practical lessons
- Stock control and ordering of consumables and equipment for the department
- Maintaining breakage records, catalogues and user manuals
- Responsible for ordering, receiving and accounting for new stock and equipment
- Oversee the organisation of specialised teaching areas, stores and preparation rooms
- Organise routine maintenance and repair of equipment and arrange external repairs when necessary
- Contribute to the development and maintenance of satisfactory safety standards and ensure that Health and Safety regulations are complied with for the safety of staff and students
- Update and maintain the Health & Safety folder including COSHH
- Maintain the accident/ incident log and deal with First Aid needs as they arise
- Co-ordinate the Free School Meal distribution and delivery system for all eligible Food students
- Assist teachers with display of pupils work and teaching materials around the department.
- Regularly updating the Technicians Handbook
- General admin support for the department including, photocopying, organisation of resources and occasional support of the Head of Department in parental contact



Policy and Practise

- To adhere to all School policies

Liaison

- All Food Department Staff, in particular the Head of Food
- The Finance Team
- The Pupil Premium Administrator
- The Site Maintenance Team

Health & Safety

Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy

Events

- To support the calendared School activities and events, such as Open Evenings and Collapsed Days
- Attend specific Food Technician training

Review, Induction, further training and development

- To participate in the current arrangements made for induction, the appraisal or review of your performance

Other

- Undertake appropriate professional development and keep working practices and methods under review

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Food Technician)

Signed..... (Head of Food)

Date.....(Date)



Hinchings School

Hard Work High Standards Kindness



Hinchings School Person Specification: Food Technician

Criteria	Desirability
QUALIFICATIONS/KNOWLEDGE	
A commitment to developing professional skills	Essential
Educated to GCSE Level or equivalent (GCSE A-C / 4-9 in English & Mathematics or equivalent NVQ3)	Essential
Awareness of relevant Health & Safety issues, including manual handling	Essential
Good knowledge of safe working practices in a catering environment	Desirable
Food Hygiene Level 2 certification	Desirable
First Aid at Work certification	Desirable
EXPERIENCE	
Experience in a hands-on, practical, physical role, where flexibility and pro-activeness have been key	Essential
PROFESSIONAL COMPETENCE	
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Good information and communication technology (ICT) skills	Essential
Effective communication skills	Essential
Consistent in manner and attitude – displaying a calm, kind and caring approach	Essential
Show initiative and flexibility and can deal with unexpected or unplanned situations or reactions during the school day	Essential
Ability to carry out tasks in line with the heavy physical nature of role	Essential
Effective management of equipment, resources, and time	Essential
Ability to work in an organised and methodical manner with attention to detail	Essential
Ability to maintain accurate work records and inventories	Essential
Ability to interpret and work within the boundaries of legislation, policy, and guidance relevant to the post	Essential
Ability to work pro-actively within the team and inter departments, with guidance but under limited supervision	Essential
Ability to prioritise and manage a heavy workload and conflicting demands, whilst working to deadlines and under pressure	Essential
Previous experience of liaising and developing with a wide community of stakeholders especially parents and external agencies	Desirable
Ability to supervise pupils effectively in line with the school's behaviour policy and procedures	Desirable

Hinchings School is committed to promoting and safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.