



Ash Manor School

Aspire and Achieve



JOB PROFILE & PERSON SPECIFICATION

CONTRACTUAL DETAILS

Post Title:	Food Technician
Grade:	Surrey Salary Grade PS4
Line managed by:	Head of Design & Technology
Line management of:	N/A

ROLE PURPOSE

This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.

- ❖ To support the teaching and learning within the Design & Technology Department, where much of student and staff activity is of a practical nature and utilises an array of equipment and prepared materials, by providing effective and efficient technical assistance.

CORE ACCOUNTABILITIES & ABILITY STATEMENTS

Learning and Teaching

- ❖ Support teaching staff with preparation and organisation of practical and theory lessons:
 - Supporting students in practical lessons as required
 - Collecting and photocopying material required for lessons
 - Preparation of food required for lessons
 - Preparation of equipment for practical lessons
 - Clearing away of equipment after practical lessons
- ❖ Ensuring the students' kitchen is kept clean and ready for practical use:
 - Supporting students in correct procedures for the clearing down of equipment and foodstuffs
 - Ensure all equipment is correctly and hygienically stored, in particular knives and valuable equipment
 - Supporting students with correct use of equipment
 - Responsible for the daily washing and maintenance of all housekeeping equipment i.e. tea towels, aprons, dish cloths etc.
 - Responsible for the correct storage/refrigeration of students' foodstuffs
 - Replenishing cleaning aids as and when necessary

General

- ❖ Source and purchase foodstuffs on a weekly basis
- ❖ Order materials and other teaching resources
- ❖ Responsibility for receipt, expenditure and reconciliation of petty cash account
- ❖ Ensure work areas are health and safety compliant at all times e.g. daily cleaning of sinks, collating an allergy register. All health and safety issues and concerns are to be brought to the attention of the HOD.
- ❖ Deep clean of all equipment and equipment cupboards within the students' kitchen on a termly basis
- ❖ Deep clean of ovens three times a year
- ❖ Deep clean of refrigerators on a half termly basis
- ❖ Regular organisation and maintenance of prep areas
- ❖ Undertake stock control and inventory checks as appropriate including the upkeep of appropriate records, using computerised systems where necessary.
- ❖ Costing ingredients needed for practical lessons on a yearly basis and keeping track of payments made for ingredients
- ❖ Running extra curricula clubs
- ❖ To support other areas of the department when required

Liaison

- ❖ Teachers
- ❖ Support Staff
- ❖ Students
- ❖ External Supply Agencies

Corporate & statutory initiatives

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ Attend training as required

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

FOOD AND TEXTILES TECHNICIAN LEVEL 2: PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none"> • Kitchen / food skills • Food hygiene certificate (may be completed in school) 	<ul style="list-style-type: none"> • GCSE Maths and English • First aid qualification 	Application form and letter
Experience and Knowledge	<ul style="list-style-type: none"> • Evidence of having worked in a kitchen • Evidence of ability to cook with varying ingredients • Working as part of a team 	<ul style="list-style-type: none"> • Working effectively in an education environment or with young people 	Application form, letter and reference
Skills and Abilities	<ul style="list-style-type: none"> • Anticipate problems, develop creative solutions • Listen to and reflect on feedback from others • High level of verbal and non-verbal communication skills • Excellent presentation skills • Excellent personal presentation • Able to build and maintain positive relationships with individuals • Prioritise, plan and organise self 		Letter References Interview
Motivation and Personality	<ul style="list-style-type: none"> • An interest in educational issues • A commitment to inclusion • Positive attitude • Genuine concern for the welfare of others • Initiative and self-motivator • Calm disposition • Approachable with a good sense of humour 		Letter References Interview
Personal	<ul style="list-style-type: none"> • Willing to accept the demands and challenges of the post and respond in a flexible manner • Committed to safeguarding and promoting the welfare of students and Ash Manor School 		References Interview
Safeguarding	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</p>		

Signed by Job Holder: Date:

Signed by Line Manager: Date:

Signed by Headteacher: Date:

Signed by Pay Committee: Date: