

Job Description – Support Staff

Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Food Technology Technician
Reports to	Head of Technology
Working Relationships	Technology Department Staff

Employment Status: Part-time | 10 hours per week | Monday & Tuesday | Term time only

Purpose of the position

To support the Food Technology Department in the day to day running of practical lesson organisation, stock control and general organisation of equipment and resources.

Key Responsibilities	Appraisal Indicators
Maintain stock levels of dry stores, fridges and freezers.	Order and maintain stock levels in conjunction with HOD
Practical lesson ingredients trolley organisation	Timely and full provision of ingredients for practical lessons where possible
Maintain pantry, equipment room and shared spaces.	Ongoing monitoring and cleaning of operational areas.

Tasks and Duties

<p>Maintain stock levels of dry stores, fridges and freezers.</p> <ul style="list-style-type: none"> ● Maintain shopping lists – liaise with HOD ● Online ordering of ingredients and supplies – liaise with HOD to advise of issues ● Put away deliveries checking off stock as it arrives. ● Sourcing ingredients unavailable from regular suppliers ● Stocktakes carried out as required
<p>Practical lesson ingredients trolley organisation</p> <ul style="list-style-type: none"> ● Set up ingredients trolleys prior to practical lessons following student and teacher ingredient lists ● Unload trolleys and put away ingredients after practical lessons
<p>Maintain the pantry, equipment room and shared spaces.</p> <ul style="list-style-type: none"> ● Keep equipment room, pantry, fridges and freezers and all resources tidy and organised ● Keep the Equipment storeroom clean and tidy and organised and record any broken equipment – liaise with HOD. ● Any other job that may be required to assist in keeping the Food Technology and Hospitality classes functioning, well maintained and organised.

General Responsibilities

Health & Safety & Wellbeing

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Contribute to a safe working & learning environment
 - Practising safe work methods
 - Proper use of safety equipment
 - Active participation to eliminate & minimise workplace risks

Declaration:

Approved by:	
Date Signed:	
Appointee:	
Date Signed:	
Reviewed By / Date:	