

## Job Description

**Position:** Food Technology/Hospitality Technician  
**Tenure:** Fixed Term, Support Staff  
**Hours:** 08:00 – 14:30 Term time only (hours negotiable)  
**Responsible to:** HOD Food Technology  
**Reporting to:** HOD Food Technology

**Working relationships with:** Students, Teaching Staff, Support Staff

Key Tasks	Expected Outcomes and Performance Indicators	Evidence to support expected outcomes.
<b>1. To collate and order weekly food orders</b>	1.1 Collate student food orders to prepare a weekly shopping list for ordering on a Friday for Monday delivery. 1.2 To receive weekly shopping on Monday morning, check delivery and store as appropriate following HACCP guidelines.	
<b>2. To prepare food trollies</b>	2.1 Setting up food trollies for individual practical classes for each teacher	
<b>3. Ingredient and equipment stock control</b>	3.1 Keep pantry clean, stocked, correctly labelled and stock rotated. 3.2 Check all equipment is in working order and replace as necessary. 3.3 A selection of other tasks as required or negotiated related to the efficient running of the food room.	
<b>4. Daily laundry</b>	4.1 Loading & emptying of washing machine and tumble dryer. 4.2 Ensuring that there are enough T-towels, dishcloths and aprons for each practical. 4.3 Cleaning & maintenance of the laundry area.	

<p><b>5. Checking of classroom equipment &amp; fridges</b></p>	<p>5.1 Check to ensure that all classroom equipment in the correct place.</p> <p>5.2 Replenishing washing up liquid, oil &amp; basic dried ingredients.</p> <p>5.3 Check fridges weekly to ensure that any old/unclaimed food is disposed of and fridges are kept clean &amp; hygienic.</p> <p>5.4 A selection of other tasks as required or negotiated related to the efficient running of the food room.</p>	
<p><b>6. Relationship Management</b></p>	<p>6.1 Work collaboratively with all members of the Food Technology Team.</p> <p>6.2 Consult and negotiate with the Food Technology HOD and other members of the Food Technology Team.</p> <p>6.3 Behave in a positive, supportive, appropriate and professional manner in all dealings with students, staff and parents.</p>	
<p><b>7. Become involved in the nature and community of the school</b></p>	<p>7.1 To help plan and prepare for school functions.</p>	
<p><b>8. General office and administrative duties</b></p>	<p>8.1 Organisation and liaison with the Bursar regarding all purchases</p>	

11 March 2019