



Millthorpe School

| JOB DESCRIPTION | |
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| JOB TITLE: Assistant Food Technician | Department: Design Technology |
| | Grade: 1 |
| REPORTS TO: Head of Department | WORKING PATTERN: Monday – Friday 10 Hours Per Week (Term-time only) |
| 1. | MAIN PURPOSE OF JOB Working under the direction of a senior colleague or Class Teacher, to provide a support service to the Design Technology department enabling a safe and well equipped environment for practical work to support the teaching of Food Technology to all pupils. |
| 2. | CORE RESPONSIBILITIES, TASKS & DUTIES <u>Daily</u> <ul style="list-style-type: none">• Check the drawers and units.• Wash tea towels and dish cloths, replacing for the next day.• Wash aprons (pupils bringing their own at the present time).• Top up the flour dredgers.• Take the fridge temperatures and record.• Sanitise work surfaces.• Cover and store any dishes or food left by students.• Assist the pupils with the clearing and cleaning up during lesson 5.• Put out equipment for any practical work as directed by the teacher.• Clean any group equipment, or any equipment not cleaned correctly/sufficiently by pupils.• Set up and sort out demonstration equipment as directed by teaching staff. <u>Weekly</u> <ul style="list-style-type: none">• Cut greaseproof paper.• Wash oven gloves (at present time, daily).• Clean out fridges and wipe down.• Check stock and rotate in date order.• Wipe the bottom of each cooker.• Clean and tidy the store cupboard.• Check the baking trays and clean if needed. |

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| | <p><u>Less often</u></p> <ul style="list-style-type: none"> • Clean cookers (on a rotation, or at the end of autumn and summer term). • Clean out food cupboards. |
| 3. | <p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>No direct supervision of staff.</p> |
| 5. | <p>CONTACTS & RELATIONSHIPS</p> <p>Internal Has direct and regular involvement with departmental teachers, supply teachers, site managers and other technicians. Occasional contact with other teaching staff, the Head and Deputy Head, Bursar and administration staff.</p> <p>External Comes into occasional contact with maintenance staff, and some external contractors.</p> |
| 6. | <p>DECISIONS - Discretion & Consequences</p> <p>Discretion A senior colleague or Class Teacher is responsible for providing health & safety advice, which the post holder is required to follow, including restrictions or control measures. Safety decisions are largely influenced by legislation, especially Health & Safety and COSHH (Control of Substances Hazardous to Health)</p> <p>Consequences:</p> <p>Following the correct safety advice helps to ensure that the correct controls measures are in place for the personal safety of pupils and staff.</p> |
| 7. | <p>RESOURCES - Financial & Equipment</p> <p>Responsible for the proper use and safekeeping of equipment.</p> |
| 8. | <p>WORK ENVIRONMENT - Work Demands, Physical Demands, Working Conditions & Work Context</p> <p>Discretion Daily work is mainly routine and subject to deadlines. It may involve some changing demands but not involving any significant change to the programme under normal circumstances.</p> <p>Physical demands Work requires normal physical effort, including some lifting and carrying of equipment and may involve the handling of potentially harmful</p> |

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| | <p>materials. This should be carried out in line with the schools back care and manual handling policy and COSHH regulations and any other relevant legislation or regulations.</p> <p>Working conditions Work is normally classroom/kitchen based</p> <p>Work context Work may involve contact with potentially hazardous circumstances but training and protective equipment is provided where appropriate. Will involve lone working, where lone working procedures need to be observed.</p> |
| <p>9.</p> | <p>KNOWLEDGE, SKILLS & EXPERIENCE</p> <p>Should have:</p> <ul style="list-style-type: none"> • Motivation to work within a school food technology role. • Organisational and time management skills • Effective communication skills <p>A Practical understanding of:</p> <ul style="list-style-type: none"> • Health and safety legislation including COSHH • First aid • Risk assessment • Safe manual handling techniques |
| <p>10.</p> | <p>Position of Job in Organisation Structure</p> <pre> graph TD A[Head of Department/Class Teacher/Senior Technician] --> B[This post] A --> C[Other Jobs at this Level] B --> D[Jobs reporting upto this one - None] </pre> |

| Job Description agreed by: | Name: | Signature: | Date: |
|-----------------------------------|--------------|-------------------|--------------|
| Job Holder | | | |
| Manager | | | |