



**ST JOSEPH'S
COLLEGE**

Food Technology Technician

Term Time Only

Full Time

Job Description

Food Technology Technician

Responsible to: Head of Technology & Food Technology Teaching staff

General Requirements

- All staff must be committed to safeguarding of children and young people at the College
- All staff are expected to actively support the ethos of the College
- All staff are required to contribute to the daily running of the College and follow its policies and procedures
- All staff will undertake any other duty deemed reasonable by the Principal
- To take an active role in ensuring the realisation of the College Development Plan
- All staff are required to treat each student as an individual with courtesy and respect

Key Relationships:

Duties and Responsibilities General

- Maintain a safe and clean working environment at all times.
- Provide support and assistance to the classroom teacher during practical lessons.
- Work on your own initiative as well as a member of a team.
- Plan and prioritise your work effectively.
- Assist in the organisation and presentation of the Food Technology Room.
- To attend and participate in relevant meetings as required.
- Assist with the supervision of pupils out of lesson times, e.g. clubs, visits and extra-curricular activities organized by the department
- To undertake any other duties commensurate with the post as may be required by the College's Principal.

Maintaining Work Area

- To ensure that food technology room and equipment are kept clean and tidy and that food technology room safety regulations are met, including checking equipment for safety, cleaning and sterilizing equipment and advising students on safety aspects of particular practical work.
- Ensure that fridges, cookers and equipment are kept clean and that a deep clean is undertaken when required.
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner.
- To be responsible for maintaining departmental displays of work both in the technology area and around the college

Resources

- To monitor supplies of stock and inform food technology staff when further supplies of resources or ingredients are required; ensure stock is stored appropriately; carry out stock taking and inventory checks.
- To record and assist with department filing, including maintenance of up to date catalogues and price lists.
- To assist with the preparation of materials for lessons, displays and projects.
- To assist in setting up for practical lessons and demonstrations.

Other

- The post holder will be expected to carry out all duties in the context of and in compliance with all the college policies.
- To be willing to undertake training as necessary.
- To participate in personal and department reviews.
- To be familiar with Health & Safety regulations.
- Be aware of and take part in the college's performance management framework and participate in training and development activities as required.
- In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of the support team as and when required.
- To attend College festivals, open mornings, as requested.
- Any other duties that may be reasonably required, that fall within the competence of the post-holder

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification

Education and Qualifications	Essential	Desirable
Workshop Food Skills		✓
GCSE Maths and English		✓
First Aid Certificate		✓
Food Hygiene Certificate		✓
Experience	Essential	Desirable
Flexible approach to the needs of the College	✓	
Working with minimal supervision	✓	
The ability to work part of a team	✓	
Evidence of having worked within kitchens	✓	
Evidence of the ability to work with food products and related equipment	✓	
Working within a school and college environment		✓
Skills and Attributes	Essential	Desirable
Demonstrate effective skills in working with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children	✓	
Basic literacy and numeracy to complete forms etc.	✓	
Good verbal skills in order to communicate effectively face-to-face with staff and pupils	✓	
Ability to work well under pressure	✓	
Sense of commitment to the values of the college	✓	
Computer literate and able to use the internet for food related topics		✓
Other Requirements	Essential	Desirable
Enhanced DBS Disclosure is required.	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Child protection training (will be given on appointment)	✓	

St Joseph's College Vision and Values

Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's **mind, body, heart**, and **spirit** to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others