

## LANCASTER ROYAL GRAMMAR SCHOOL

### JOB DESCRIPTION

<b>POST TITLE</b>	Food Technology technician
<b>GRADE</b>	Grade 5
<b>RESPONSIBLE TO</b>	Head of Food Technology

**JOB PURPOSE:**

The food technician will support the effective delivery of Food Technology lessons and help to ensure the smooth and efficient running of the Food Technology department within the school. They will work closely alongside the Head of Food Technology, preparing materials, maintaining a safe and hygienic working environment, and assisting teachers in practical lessons. The role helps to ensure that pupils can access high-quality, safe, and engaging education about food and nutrition.

**MAIN ACCOUNTABILITIES:**

- To prepare equipment, ingredients and resources for practical Food Technology lessons, including demonstrations, assessments and examinations.
- To portion and organise food items in accordance with lesson plans.
- To support pupils with practical work when appropriate and under teacher supervision.
- To maintain high standards of cleanliness and compliance with food hygiene regulations.
- To monitor the safe storage, handling and disposal of food, including allergen management.
- To clean and sanitise work surfaces, equipment and utensils regularly and ensure that work spaces and equipment are clean and ready for the start of each lesson.
- To clean out cupboards and drawers on a regular basis to monitor contents and condition of stock.
- To provide cleaning and practical support to the class during lessons.
- To follow daily, weekly and termly routines to promote high standards of hygiene and safety.
- To ensure that a deep clean of fridges, ovens and hobs etc is undertaken when required.
- To maintain up-to-date food hygiene certification and training.
- To monitor and manage stock, undertaking audits as required.
- To assist in maintaining accurate records of purchases, equipment and materials.
- To order food ingredients and consumables in line with departmental budgets.
- To collect, unpack and check orders of equipment and ingredients.
- To maintain, clean and check kitchen equipment, including but not limited to ovens, hobs, mixers and knives.
- To report breakages or faults and liaise with the Head of Food Technology and site staff for repairs.
- To respond appropriately to accidents, spills or emergencies.
- To work in line with risk assessments for practical lessons.
- To support teachers to ensure the safe use of equipment by pupils.
- To support classroom teachers with admin tasks such as the organisation of resources, teaching materials and displays as well as filing, laminating, printing, scaling down recipes, and making

shopping lists.

- To attend relevant training and development opportunities.

**Other duties:**

- To assist with the preparation for and smooth running of school events, such as Open Day.
- Undertake other tasks or duties, which may be reasonably assigned by the Head / Director of Finance and Support Services and the Head of Food Technology.

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**PERSON SPECIFICATION**

<b>Post title:</b> Food Technology Technician	<b>Grade: 5</b>		
<b>Requirements (Based on the Job Description)</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>	<b>Assessed via: application form (AF), Interview (I), Reference (R)</b>
<b>Qualifications:</b>			
GCSE English or Maths at Grade C or above (or equivalent)	X		AF
Current Food Hygiene and Safety certificate		X	AF
Food Technician qualification		X	AF
First Aider		X	
<b>Knowledge, Skills and Experience:</b>			
Excellent written and verbal communication skills	X		AF / I
Excellent numeracy and literacy skills with an ability to keep accurate records	X		AF / I
Experience of working in a classroom environment		X	AF / I
Experience of using Microsoft Office applications	X		AF / I
Excellent organisational, planning and analytical skills	X		AF / I
Ability to maintain strict confidentiality at all times	X		AF/I/R
Commitment to safeguarding and protecting the welfare of children & young people	X		AF/I/R

<b>Behaviours and Values:</b>			
Flexible, approachable and able to work as part of the whole school team	X		AF / I / R
Committed to the development and ethos of the school	X		AF / I
Able to work under pressure	X		AF / I / R
Commitment to undertake in-service development and training	X		AF / I / R

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.