



ST ANNE'S CATHOLIC SCHOOL

JOB TITLE: Food Technician

GRADE: Grade 6
Term time only - 35 hours per week

PURPOSE OF THE POST

The purpose of this post is to provide effective technical, practical and administrative support to the Food Technology Department, ensuring that lessons are well-prepared, safe and efficiently delivered. The postholder will be responsible for preparing ingredients, equipment and resources for practical lessons, maintaining high standards of cleanliness and food hygiene, managing stock and ordering supplies, supporting teachers and students during practical activities, and contributing to the smooth day-to-day operation of the department. The role requires a flexible, organised and proactive individual who can work collaboratively with teaching and support staff while promoting a safe, positive and productive learning environment for students.

KEY TASKS

The Food and Technology Assistant will be expected to discharge the following duties and responsibilities: -

Cleaning Duties:

- Clean all work areas after practical classes
- Wash, dry and fold linen used as part of practical classes
- Clean food storage areas – refrigerators, freezers and pantry for example
- Refill soap and paper towel dispensers as required
- Refill detergent containers at each work area as required

Practical Demonstrations/Demonstrations:

- Prepare demonstration for classroom teacher ensuring:
Food – measure ingredients for recipes as supplied
Equipment – place out on demonstration bench
- Place foods on centre trolley for students use – set up in required quantities
- Divide meat and other foods into appropriate quantities for practical classes. Ratio generally one per each pair of students plus one for teacher.
- Put out clean linen (dish cloth, tea towel and pot holders) on each student work area for each class.

Ordering and Purchasing:

- Order required food for each class, ensuring there is sufficient for all students

- Maintain electronic ordering system and receiving of goods/ ingredients according to the school's procedure
- Collect food from suppliers if required
- Maintain stores of staple ingredients – flour, butter, spices and eggs for example

Other Duties:

- Regularly check supplies of bulk products and use by dates
- Receive food from suppliers and store as required
- Package and store if required, cooked foods prepared by students
- Assist students as directed by class teacher
- Assist class teacher with demonstration when required
- Photocopy and archive recipes as required
- Regular operational equipment checks and maintenance of equipment
- Maintain communication with Class Teachers, Head of Department
- Complete various administration task for the department when required.
- Help in all areas of the department – not just food when it is necessary for you to do so.

In addition to the above responsibilities the Food Technician will also be expected to carry out any such reasonable requests or instructions made to them by the Headteacher.