



## JOB DESCRIPTION

<b>Post title</b>	DT/Food Technician
<b>Responsible to</b>	Mr Ben Pavey
<b>Salary</b>	Single Status Grade 4
<b>Main Purpose of the Job</b>	To provide practical and administrative support to staff teaching DT and Food
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To provide ingredients and materials for lessons and projects, including the stocking of the Food Tech room with consumables.</li> <li>2. To assist the teacher and pupils during Food Technology lessons. To take charge of a group of pupils to carry out the practical lesson as directed by the teacher. To prepare display materials and equipment. To assist with food preparation for some whole school events.</li> <li>3. To keep sinks and worktops clean; keep stock rooms and equipment clean, tidy and in good order, including cookers. To maintain aprons in a serviceable condition, sort out laundry and check washing-up bottles.</li> <li>4. To prepare food room, including setting out tea towels and oven gloves and preparing baking tins.</li> <li>5. To check fridge temperature and sign off extractors. Empty extractors as required.</li> <li>6. To check machinery in the workshops and clean as required, including the general maintenance of equipment/tools.</li> <li>7. To check and prepare sewing machines in readiness for lessons.</li> <li>8. To set up the laser cutter for lessons (training provided).</li> <li>9. Under the supervision of the Subject Leader, maintain stock cupboards by raising orders, receiving equipment and materials and purchasing of ingredients for practical lessons.</li> <li>10. To be responsible for organising the maintenance and repair for any equipment.</li> <li>11. As required, to organise photocopying, laminating, printing of cover work and making of teaching aids, ensuring resources are in place for lessons.</li> <li>12. To prepare pre-cut materials/components for all areas and year groups.</li> <li>13. For Year 9 textiles, prepare dyes and remove the dyes and clear away.</li> <li>14. To order materials, unpack and check orders, filing invoices.</li> <li>15. To keep a record of payments made by pupils for resources and pass to the Finance Office for banking.</li> <li>16. To be available to assist other members of staff within the department, time allowing.</li> <li>17. To carry out the above duties in accordance with the Children's Services Equal Opportunities policy.</li> </ol>

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.