



ST. JOAN OF ARC Catholic School

JOB DESCRIPTION

TITLE OF POST: Food and Nutrition Technician

ACCOUNTABLE AND RESPONSIBLE TO: Teacher i/c Food & Nutrition

MAIN PURPOSE OF THE JOB:

To carry out a range of tasks to support Headteacher and staff in the following key areas of operation of the school:

- to provide a comprehensive administrative and classroom support service to the Food & Nutrition Department

ACCOUNTABLE AND RESPONSIBLE FOR THE FOLLOWING KEY TASKS:

- Preparation of ingredients, materials and equipment for practical lessons and demonstrations
- Responsible for the clearing down of practical lessons and demonstrations
- Provide support and assistance to teachers and students during practical lessons and at school open evening/morning
- Take charge of a group of students to carry out a practical lesson as directed by teaching staff
- Work with students who have difficulty in undertaking particular tasks as directed by teaching staff
- Obtain food ingredients and materials in accordance with teacher requirements
- Responsible for monitoring and storing all equipment and materials and preparing orders to replenish materials and equipment as required
- Keep sinks, worktops, fridges and cookers clean
- Keep stockroom and equipment tidy and in good order
- Responsible for washing of all items such as aprons, tea towels etc. to maintain them in a serviceable condition
- Maintain equipment in a clean condition, undertaking routine checks and dealing with minor problems identifying faults requiring rectification
- Understand and be aware of all health and safety instructions on the use of the department's resources
- Inform teaching staff of any deficiencies in any equipment and of any general health and safety or other risks within the department
- Assist teachers with preparation of and mounting of displays as required
- Undertake any IT tasks as required
- Undertake photocopying, filing and other administrative tasks as required

OTHER:

- Attend training courses, departmental meetings and performance management interviews as directed by the line manager.
- Undertake any other reasonable tasks as directed by the line manager or the Headteacher.



All Saints
Catholic Academy Trust

All Saints Catholic Academy Trust Company Number: 7943555 Registered Office: 96 The Crescent, Abbots Langley, Herts WD5 0DS

St Joan of Arc Catholic School is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check, satisfactory references and any other safeguarding requirements at the time of appointment.

Updated June 2019

