



Wright Robinson College

Headteacher: Martin Haworth

Catering Technician: Job Description

JOB TITLE

Catering Technician

SCALE/SALARY

Grade 4 SCP 7-11, FTE £22,369 - £24,054. Actual salary TTO £18,747 - £20,159

RESPONSIBLE TO:

Head of Faculty

JOB PURPOSE

To provide vital support for the provision of practical elements of learning in KS3 and KS4 in catering. The duties will include supporting the students with catering lessons, for the preparation of ingredients and equipment for lessons, maintenance of equipment, cleaning of the working area and stock control. This is a varied role and would suit someone with catering experience and who is looking to develop their career as a technician. Training will be provided for the right candidate.

Duties and Responsibilities

1. To ensure the timely and accurate preparation and deployment of materials and equipment, as required by teaching staff for the teaching of the subject.
2. To ensure that catering teaching areas are prepared and serviced in readiness for lessons.
3. To ensure that all equipment from the teaching areas are cleared away when the lessons are completed, and ensure that the teaching area is ready for the next lesson.
4. To ensure that equipment is cleaned and stored away after use.
5. To provide specialist advice and guidance as required to other staff from within the team.
6. To provide specialist support to assist the catering teachers in the delivery of their lessons in teaching areas, as and when required.
7. To ensure the safe and secure storage, handling, movement and disposal of any cleaning substances.
8. To contribute to the planning, development and organisation of systems, procedures and policies within the Catering team.

9. To be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
10. To ensure the safe and secure storage of materials and teaching resources, ICT and AVA equipment.
11. To assist with monitoring, managing and the ordering of stock within an agreed budget, cataloguing resources and undertaking audits as required, ensuring that the catering stock is kept fully up to date. This may require personal shopping visits for resources.
12. To ensure the cleanliness and tidiness within the teaching and preparation areas, in accordance with health and safety practices, and carry out health and safety checks in all teaching and preparation areas as required. This includes the washing and drying of all aprons and cloths in advance of practical lessons.
13. To be aware of legislations including COSHH health and safety (HASAWA), and bring to the attention of the Head of Faculty any areas of concern that may arise.
14. To be aware of new developments in areas of the hospitality and catering specification and to assist staff in the development of the department.
15. To help prepare and cost lists for requisitions/orders, ensuring orders are the most effective.
16. To undertake other reasonable duties as may be determined by the Headteacher.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.