

## JOB DESCRIPTION

<b>Post Title:</b>	<b>FOOD AND HOSPITALITY TECHNICIAN</b>
<b>Hours of Work:</b>	30 hours per week. Monday – Friday, Term time only.
<b>Job Purpose:</b>	To work alongside the Food and Hospitality team to support the department with the day-to-day duties as well as helping out with deep cleaning during school closures.
<b>Disclosure level:</b>	Enhanced
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To ensure resources and materials are available for the Teachers within the Academy</li> <li>• Support teachers during lessons by preparing materials, demonstrating techniques, and managing student behaviour.</li> <li>• To maintain and ensure the equipment are safe to use across the faculty</li> <li>• To ensure the stationery is available for Teachers and Students</li> <li>• Place orders for materials as required by the team</li> <li>• Provide assistance for the Teachers with students</li> <li>• To adhere to all Academy policies and procedures which affect you and your duties</li> <li>• To clean and tidy away the materials and equipment, and set up for the next class</li> <li>• To monitor and maintain stocks of materials and equipment</li> <li>• To be organised</li> <li>• To keep the kitchen in a clean and orderly manner</li> <li>• To be able to identify any prospective Health &amp; Safety issues in the Food and Hospitality department</li> <li>• To assist with deep cleaning activities</li> <li>• To do lunch and break duties</li> <li>• To support with invigilation as required</li> </ul>
<b>Staffing</b>  <b>CPD:</b>	<ul style="list-style-type: none"> <li>• To take part in the school's inset days</li> <li>• To take part in performance management</li> <li>• To provide classroom support</li> <li>• To assist with intervention activities</li> <li>• To contribute positively to an effective working team</li> <li>• To ensure all portable appliances are maintained</li> <li>• To carry out regular health and safety checks in the department</li> <li>• To be organised</li> <li>• To keep the kitchen in a clean and orderly manner</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To follow agreed policies for communications in the school</li> <li>• To help support Open Evenings, Parents Evenings etc</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example</li> <li>• To promote actively the Academy's Policies &amp; Procedures</li> <li>• To continue personal development as agreed</li> <li>• To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate</li> <li>• To undertake any other duty as specified not mentioned in the above</li> <li>• To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed</li> </ul>	



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title

*I confirm that I have read and understood the details contained within this job description.*

*I understand that by signing this document, I agree to the terms and conditions contained within it.*

**Signed**  
**Print Name**

**Dated**

