

JOB DESCRIPTION

Job Title: Food Technician	Pay Scale: PPS 4
Normal Place of Work: The Priory Ruskin Academy	Line Manager: Head of Department (Technology)
Role Summary: To assist in supporting the running of the Food curriculum.	

DUTIES AND RESPONSIBILITIES

- Work with food technology teachers and the Director of Faculty to ensure that ingredients are ordered in a timely and cost-effective way.
- Work with food technology teachers and Director of Faculty to ensure effective budgeting is maintained.
- Ensure that food technology teachers have the ingredients stocked and prepared for practical lessons.
- Ensure a thorough clean of the working area and utensils/equipment at the end of each working day.
- Ensure that the department has the correct utensils/equipment and that it is being correctly maintained.
- Maintain effective communication between yourself and the technology department.
- Assist in ensuring that the correct stock holdings are maintained, whilst ensuring no excessive ordering takes place.
- To carry out any reasonable requests by the Academy Headteacher.

KEY RELATIONSHIPS

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.

- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Food Technician

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	Good standard of education, particularly English and Mathematics		X	AF / Cert
2.	Level 2 Food Hygiene certificate	X		AF / Cert
3.	First Aid qualification or working towards		X	AF/Cert
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
4.	Experience in a catering/customer service environment	X		AF/IV
5.	Experience of delivering a high level of customer service		X	AF/IV
6.	Flexibility to respond to a variety of work situations with an ability to multitask	X		AF/IV
7.	Previous experience working in a kitchen providing meals for large numbers		X	AF/IV
8.	An understanding of Health & Safety at Work, COSHH, food hygiene etc.	X		AF/IV
	SKILLS AND ABILITIES			
9.	Ability to use IT at a level commensurate with job role	X		AF/IV
10.	Ability to work on own initiative and as part of a team	X		AF/IV
11.	Good planning and organisational skills	X		AF/IV/AT
12.	Excellent oral and communication skills	X		IV/R
13.	Commitment to delivering a high level of customer service	X		IV/R
14.	Professional and responsive attitude and behaviour towards colleagues	X		IV/R
15.	Ability to motivate and develop self	X		IV/R
16.	Flexible with a willingness to adapt working patterns to fit the needs of the Academy.	X		IV/R
17.	Must accept and actively support the Trust's agreed values.	X		IV/R
18.	Commitment to equality, diversity and inclusion	X		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

R = Skills assessed via References

IV = Skill assessed via interview

Cert = Certificate checked at interview