



FOOD TECHNICIAN

Job Description 2026



WOLLASTON SCHOOL

FOOD TECHNICIAN JOB DESCRIPTION

NAME OF POST HOLDER:

Job Title:	Food Technician
Hours:	37 hours per week (daily working hours to be agreed - Monday to Friday) 39 weeks per year. <i>Term time + 5 days additional training days</i> SALARY: NJC Grade F, points 6 to 7. Actual Salary of £22,354 - £22,710 dependant on experience.
Reports to:	Teaching Staff with Food dept
DBS Disclosure Level:	Enhanced

Role Summary:

- You will provide professional daily technician support to all teaching staff within the Food department. Your formal line manager will be Teaching staff within the Food department – who in turn report to the Head of School).
- Your duties extend to maintaining, ordering and preparing the equipment (and food stores), materials and ingredients in the Food department and supporting in lessons when required (but not leading learning in classes).
- Carrying out administrative tasks and other functions in relation to the smooth running of the department.
- You will be responsible for food safety and hygiene compliance within all aspects of the department (under the direction of the Food Teaching staff as/where appropriate) and health and safety with the food rooms.
- Under the guidance and direction of the budget holder you will be responsible for placing purchase orders for all consumables and ingredients within the department.

Key responsibilities:

Maintenance of equipment & tools

- Routine day-to-day maintenance of all machinery, portable electric hand equipment, utilised within the department. This list is not exhaustive and includes checking temperatures, ovens, knives etc to ensure all are in a safe clean serviceable condition.
- Keeping all hand equipment and knives in a good safe serviceable condition.

General Technician support

- Keeping all faculty practical areas in a tidy, clean, hygienic and safe condition, and maintaining the kitchens/storage rooms to be clean, tidy safe and functional at all times.
- Setting up and use of equipment as required.
- To be responsible for arranging and rotating stock in the storage room, ensuring relevant items can be locked away, for safety, but also are readily available when needed.
- Be proficient in basic ICT software, including the printing of assessment photographs.

Health and safety and hygiene

- Be responsible for the schedule and arranging of all mandatory annual/weekly/monthly health and safety and hygiene checks for the department in respect of; temperatures, cross contamination, stock rotation.
- Reporting any equipment or maintenance issues promptly.
- Maintain food rooms in liaison with cleaners, checking that surfaces and equipment is clean and that temperatures and freezers is permitted within range.
- Ensure that fridge and freezer temperatures are filed and stored centrally for reference and in readiness for inspection.
- Collect and maintain data about food allergies of students to ensure that teachers are aware of possible issues and ensure student's safety.

Purchasing and Inventory Management

- Maintain inventory/stock records of equipment held within each department teaching room.
- In line with wider school policy, to always seek Best Value when purchasing ingredients.
- To support the budget holder in the administration of the budget, working closely/in conjunction with the food teaching staff, to ensure limited funds are wisely spent.

Material & Ingredients Preparation

- Prepare ingredients for pupil premium students.
- To make weigh/prepare for experimental work and teacher demonstrations (as required).
- To carry out a range of general administrative support duties as/when required, including inputting data, photocopying, display work. To assist with such duties as/when requested by the Food teaching staff.

Student Support

- Manning the food rooms ready for a steady stream of staff and students on a daily basis (as/when required).
- To on occasion act as a Classroom Assistant during practical lessons, to give the teacher an extra set of "eyes and ears" (as/when required).

Other Technician duties

- To attend faculty meetings (where possible) and to contribute to whole School events as and when required (for instance staff training and meetings, induction evenings, OAP Christmas party, practical exam days), and to accompany groups of teachers and students on out-of-school visits if/when required.

General Responsibilities:

- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities. Act in a courteous and professional way at all times in communications with both colleagues and other school stakeholders.
- To support and contribute to the school's commitment to 'Every Child Matters,' enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- To carry out any other reasonable duties or request of your Line Manager, that are in keeping with this post or as may be determined from time to time by the Leadership Team.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed

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Food Technician

Signed

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Head of School

Dated

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Dated

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared.

However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION

	Essential	Desirable
SKILLS, KNOWLEDGE & EXPERIENCE		
Good general ICT skills, including Microsoft Office packages	✓	
Relevant experience of food preparation	✓	
Strong communication skills both written and verbally		
Ability to organise time and workload efficiently to meet deadline	✓	
The ability to work independently	✓	
Ability to assist in the planning of educational activities	✓	
Knowledge of food ingredient management, including ordering, stock control and rotation	✓	
Familiarity with equipment setup, cleaning, maintenance and repair in a food preparation environment	✓	
Understanding of health and safety regulations related to food technology	✓	
Strong organisational skills for resource management and maintaining an efficient working environment	✓	
Ability to work collaboratively with teaching staff and students, providing support and assistance	✓	
Attention to detail and ability to follow instructions accurately	✓	
QUALIFICATIONS		
A good level of general education: preferably educated to A-level standard or equivalent <i>[to include GCSE English & Maths at Grade C or above (or equivalent)]</i>	✓	
Health and safety awareness within a school setting		✓
First aid qualification		✓
PERSONAL QUALITIES		
Excellent interpersonal and communication skills	✓	
Must have a solutions driven approach	✓	
Excellent organisational skills, with the ability to be flexible, manage time effectively, and demonstrate initiative when required	✓	
Passion and interest in the theory of food and practical food preparation	✓	
Evidence that you have a calm personality, are able to work effectively under pressure and meet deadlines – multitasking and using your own initiative as necessary	✓	
Ability to operate effectively individually or as part of a team when required	✓	
Willingness to undertake training as and when identified		