

## Job Description

**Job Title:** Food Technology Assistant

**Reporting to:** Head of Department – DT

**Grade:** 4

### Overall purpose of the post:

- Supporting teaching and learning in the Technology Department on a day to day basis as directed by the Head of Department.

### Main duties and responsibilities:

- Ensuring laundry is washed and dried in time for the next day it is needed.
- Preparing and clearing away of food demonstrations.
- Preparing and clearing away of stock and equipment for lessons.
- Sorting and filing worksheets, including filing end of module RoA sheets.
- Photocopying and supporting teachers in the production of departmental materials.
- Cleaning and checking equipment storage areas due to open shelf system.
- Cleaning communal equipment e.g. fridge, washing machine etc.
- Cleaning of dry food storage areas.
- Restocking of consumables e.g. washing up liquid, dry food tubs etc.
- Assisting with the collection of food products at the end of the day.
- Re-stocking of ingredients, stock rotation and control.
- Assisting with the Food Technology Department orders.
- Retrieving contact numbers/addresses from computer. Addressing envelopes.
- Assisting with stock taking.
- Maintaining technology related machinery.
- Cutting and preparing materials for textiles.
- Preparing work for display.
- Helping to put up displays.
- Supporting community lead initiatives including healthy eating.
- Assisting teachers to support teaching and learning in the classroom.

### Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

➤ **Special Features**

- 11.5 hours per week (Thursday and Friday), term time only plus 5 days

**Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.