**Gordon's School**

**Food Technician – Job description**

**Reports to:** Head of Food Preparation and Nutrition

**Hours:** 28 hours per week, Monday to Friday, term time only. There is some flexibility around hours, however, there will be a requirement to start at 8am on some days. In addition there is the option to lead a co-curricular cooking club one or two evenings per week which will be paid separately.

**Main Purpose of the Job**
To assist the Head of Food and Nutrition with the smooth running of the department and to enhance the opportunities for the teaching and learning of students.

**Duties and Responsibilities**

- Order, store and prepare ingredients for lessons and clubs, ensuring stock rotation, avoiding food waste / shortage
- Set up equipment in the food room for each lesson and demonstrations, including students and teachers.
- Maintain the food room; cleaning work surfaces, hobs and ovens, cupboards, fridges and equipment
- Check cupboards for equipment
- Maintenance of food preparation equipment and work stations, ensuring they are safe to use and cleaned regularly as per the cleaning schedule.
- To prepare ingredients and resources for lessons as directed by the teacher.
- Advise and assist students during lessons where appropriate
- Check and inform colleagues of all Health and Safety issues.
- Ensure staff and facilities comply with all relevant legislation, policies and procedures.
- Establish the organisation and inventory of materials, equipment and consumables within the food department.
- Assist with displays, trips and school activities
- Manage the day to day administration of the accounts
- Day to day admin duties as required

*The above list of duties and responsibilities is not exhaustive and may be altered from time to time.*

**Person Specification**
**Experience / Knowledge**

- Food Hygiene & Safety certificate level 2 or willing to complete
- Be a competent cook with an awareness of nutrition and hygiene and safety in the kitchen

**Personal Skills**

- Able to plan, organise and prioritise effectively
- Good literacy and numeracy skills and able to use ICT competently
- Demonstrable administrative skills
- Able to work as part of a team
- Flexible, methodical, friendly and efficient

*Gordon's School is a Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*