

JOB DESCRIPTION

Position:	Food Technology Technician
Responsible to:	Head of Department (Food and Textiles Technology)
Functional Relationship:	Food and Textiles Technology staff Other teaching and support Staff Assistant Food Technology Technician Students Suppliers

Primary purpose:

To provide full and timely assistance to teaching staff in the Food & Textiles Department by undertaking all food preparation prior to lessons and maintaining a safe and hygienic working and teaching environment.

Food and equipment preparation

- Check practical timetable/schedule daily and set up trolleys before lessons begin.
- Clean up trolleys after lessons, ready for the next day.
- Re-package leftover food, label and store.
- Re-fill containers (dry goods, grated cheese) as required.
- Pre-prepare ingredients as required.
- Portion ingredients, label (staff member code, date required, class and period) and storing chilled foods in fridge.
- Place appliances not stored in classroom on trolley or pantry bench nearby.
- Prepare food for all allergens and dietary requirements, and ensure appropriate equipment is ready for use eg coeliac students.
- Cover and label all food products.
- Assist in lesson for new units of work if required.

Laundry

- Once trolleys are set up for the day, check the dryer and washing machine and set/start if needed.
- Check there are enough folded dishcloths, tea towels for the first lesson.
- Check there is enough dishwash liquid, hand soap, spray and paper towels in the dispensers in classrooms and top up as required.
- Empty dishwasher
- Collect soiled tea towels and dishcloths at the end of lessons and start a wash. Depending on how full the washer is and what's clean, folded tea towels and dishcloths for next class.
- Collect and wash aprons weekly and hang up clean aprons. A rotation of 3-4 sets is available.
- Wash miscellaneous washing from around school eg Health Clinic, Board Room, Staff Room.
- Start washing at the end of each day. Do not leave the dryer on when you leave.
- Clear and clean the dryer ducting as required.
- Put through an empty washer cycle as required.
- Report any issues with washer and dryer to HOD.

Cleaning and maintenance

- Clean each unit from top down – microwaves, sinks, stove tops, ovens, warming drawers, all drawers, cupboards, shelves, table-tops, rubbish bins, hand basin, teacher's unit, whiteboard.
- Check units for the correct quantity of equipment.
- Tidy and replace items.
- Submit property ticket for any equipment maintenance issues.
- Check classroom fridges, remove old food, clean and sanitise as required.
- Check ovens are turned off at the wall and windows are closed. Lock doors.
- Check pantry fridge for use-by-dates, rotate stock, clean and sanitise as required.
- At the end of each day, clean and sanitise stainless steel pantry benches, wipe cupboard fronts.
- Clear and clean fridges, freezer and dishwasher as required.
- Check pantry suppliers for ordering purposes.
- Check classroom appliances and components are safe to use, and clean as required.
- Check pantry equipment eg deep fryers, blenders) after use, clean and return to storage.
- Spot clean pantry shelves and rubbish bin lids using 'dettol' wipes or similar.
- Remove cardboard from pantry to skip.

Food orders and shopping

- Collate food orders and prepare shopping lists.
- Process orders online via iPad or phone (Barrington Butchers). Check orders are within budgets and communicate discrepancies with staff.
- Shop for groceries with cash flow card/Trents/use of order book if not ordering online.
- Pick up butcher's orders as required.
- Collate teacher's ingredient orders for the following week based on the practicals.
- Collate timetable for yourself and teachers, and email weekly planner to staff.
- Assist HOD with researching products including appliances, packaging etc.
- Liaise with suppliers and sales reps as required.
- Maintain an inventory and hazardous substance list as required.

Support teaching staff

- Assist staff with functions during school time eg morning teas, whanau hui.
- Maintain good working relationship with all staff.
- Be mindful of health and safety – for food, self and others.
- Keep HOD informed of all issues.

Hours of Work:

The position is for 35 hours per week during school term time. The hours are normally 8.00am to 3.30pm Monday to Friday, with a 20 mins paid morning tea break, and a 30 mins unpaid lunch break. Hours may need to be varied to accommodate extra time required for term clean up and exams.

Terms & Conditions of Employment:

The position is covered by the Support Staff in Schools Collective Agreement (SSCA), Grade C. Commencing pay rate will depend on qualifications and experience.

General:

The Food and Textiles Department currently consists of two food rooms and one textiles room. The food rooms contain cookers, microwaves and benches with a food preparation room and adjoining pantry. A separate laundry provides all necessary washing and drying facilities.

PERSON SPECIFICATION

As in many positions in a large secondary school, flexibility and the ability to work under pressure are essential. A good working relationship with all colleagues is necessary, as is the ability to relate to teenage students.

Desirable knowledge and skills

- Basic food preparation and hygiene practises.
- Inventory management.
- A driver's licence and vehicle are necessary for the collection of produce and goods. A parking space is provided, and mileage is paid.
- Microsoft office applications eg Word, Excel, Powerpoint.
- Google Workspace eg Gmail, Drive, Docs, Sheets and Forms.

Core Competencies

1. *Participation and Attitude*

- Displays integrity and takes responsibility for own actions
- Respects diversity in the workplace
- Identifies and participates in personal and professional development
- Accepts and manages personal responses to change in a positive manner
- Works collaboratively as a team member

2. *Thinking and Communicating Skills*

- Conveys information clearly, logically and accurately (verbal and written)
- Strives to use correct Maori pronunciation
- Actively listens and asks questions if required
- Seeks information, analyses options, considers implications and applies sound judgement to solve problems
- Consults others when necessary and keeps appropriate people informed

3. *Managing Self and Relating to Others*

- Accepts ownership for finishing work
- Uses time productively
- Establishes systems and methods for organising resources and/or documentation to provide an audit trail for future reference
- Plans and organises tasks on a day-to-day basis
- Actively builds positive and productive working relationships
- Shares knowledge and credit with others

JOB DESCRIPTION

Position:	Assistant Food Technology Technician
Responsible to:	Head of Department (Food and Textiles Technology)
Functional Relationship:	Food and Textiles Technology staff Other teaching and support Staff Students Suppliers

Primary purpose:

To provide full and timely assistance to teaching staff in the Food & Textiles Department by assisting with all food preparation prior to lessons and maintaining a safe and hygienic working and teaching environment.

Food and equipment preparation

- Check practical timetable/schedule daily and set up trolleys before lessons begin.
- Clean up trolleys after lessons, ready for the next day.
- Re-package leftover food, label and store.
- Re-fill containers (dry goods, grated cheese) as required.
- Pre-prepare ingredients as required.
- Portion ingredients, label (staff member code, date required, class and period) and storing chilled foods in fridge.
- Place appliances not stored in classroom on trolley or pantry bench nearby.
- Prepare food for all allergens and dietary requirements, and ensure appropriate equipment is ready for use eg coeliac students.
- Cover and label all food products.
- Assist in lesson for new units of work if required.

Laundry

Assisting the Food Technology Technician with the below tasks:

- Once trolleys are set up for the day, check the dryer and washing machine and set/start if needed.
- Check there are enough folded dishcloths, tea towels for the first lesson.
- Check there is enough dishwash liquid, hand soap, spray and paper towels in the dispensers in classrooms and top up as required.
- Empty dishwasher
- Collect soiled tea towels and dishcloths at the end of lessons and start a wash. Depending on how full the washer is and what's clean, folded tea towels and dishcloths for next class.
- Collect and wash aprons weekly and hang up clean aprons. A rotation of 3-4 sets is available.
- Wash miscellaneous washing from around school eg Health Clinic, Board Room, Staff Room.
- Clear and clean the dryer ducting as required.
- Put through an empty washer cycle as required.
- Report any issues with washer and dryer to HOD.

Cleaning and maintenance

- Clean each unit from top down – microwaves, sinks, stove tops, ovens, warming drawers, all drawers, cupboards, shelves, table-tops, rubbish bins, hand basin, teacher's unit, whiteboard.
- Check units for the correct quantity of equipment.
- Tidy and replace items.
- Check classroom fridges, remove old food, clean and sanitise as required.
- Check pantry fridge for use-by-dates, rotate stock, clean and sanitise as required.
- Clear and clean fridges, freezer and dishwasher as required.
- Check pantry suppliers for ordering purposes.
- Check classroom appliances and components are safe to use, and clean as required.
- Check pantry equipment eg deep fryers, blenders) after use, clean and return to storage.
- Spot clean pantry shelves and rubbish bin lids using 'dettol' wipes or similar.
- Remove cardboard from pantry to skip.

Food orders and shopping

- Assist Food Technician with food ordering and shopping when necessary.
- Assisting with collating food orders and prepare shopping lists.
- Collate teacher's ingredient orders for the following week based on the practicals.
- Assist HOD with researching products including appliances, packaging etc.

Support teaching staff

- Assist staff with functions during school time eg morning teas, whanau hui.
- Maintain good working relationship with all staff.
- Be mindful of health and safety – for food, self and others.
- Keep HOD informed of all issues.

Hours of Work:

The position is for 15 hours per week during school term time. The hours are normally 11am to 2.00pm Monday to Friday. Hours may need to be varied to accommodate extra time required for term clean up and exams.

Terms & Conditions of Employment:

The position is covered by the Support Staff in Schools Collective Agreement (SSCA), Grade C. Commencing pay rate will depend on qualifications and experience.

General:

The Food and Textiles Department currently consists of two food rooms and one textiles room. The food rooms contain cookers, microwaves and benches with a food preparation room and adjoining pantry. A separate laundry provides all necessary washing and drying facilities.

PERSON SPECIFICATION

A pleasant telephone manner and the ability to deal with parent and student enquiries is required. As in many positions in a large secondary school, flexibility and the ability to work under pressure are essential. A good working relationship with all colleagues is necessary, as is the ability to relate to teenage students.

Desirable knowledge and skills

- Basic food preparation and hygiene practises.
- Inventory management.
- A driver's licence and vehicle are necessary for the collection of produce and goods. A parking space is provided, and mileage is paid.
- Microsoft office applications eg Word, Excel, Powerpoint.
- Google Workspace eg Gmail, Drive, Docs, Sheets and Forms.

Core Competencies

1. *Participation and Attitude*

- Displays integrity and takes responsibility for own actions
- Respects diversity in the workplace
- Identifies and participates in personal and professional development
- Accepts and manages personal responses to change in a positive manner
- Works collaboratively as a team member

2. *Thinking and Communicating Skills*

- Conveys information clearly, logically and accurately (verbal and written)
- Strives to use correct Maori pronunciation
- Actively listens and asks questions if required
- Seeks information, analyses options, considers implications and applies sound judgement to solve problems
- Consults others when necessary and keeps appropriate people informed

3. *Managing Self and Relating to Others*

- Accepts ownership for finishing work
- Uses time productively
- Establishes systems and methods for organising resources and/or documentation to provide an audit trail for future reference
- Plans and organises tasks on a day-to-day basis
- Actively builds positive and productive working relationships
- Shares knowledge and credit with others