Rangitoto College

Job Description Technology Technician

Remuneration: Support Staff in Schools Collective Agreement - Grade 4
40 hours per week, term time

Hours: to be negotiated

These hours will include a 20 minute break with flexibility on when they can be taken to support classes before practical's

Reporting lines: CL Food Technology,
CL Hospitality,
CL Textiles
HOD Technology
DP Technology
Principal

The Employer and the Employee both acknowledge that this job description may need to be amended from time to time to better reflect the nature of the position or the requirements of Rangitoto College.

Relationships

This position is required to communicate extensively with a range of internal and external parties. To effectively perform the duties of this position good working relationships must be maintained with school administrators and teaching staff.

Prime Responsibilities / Key Tasks

- The key tasks and responsibilities for the position include but are not limited to the list below;

- **FOOD TECHNOLOGY/ HOSPITALITY**
  - Classroom supplies maintenance
  - Practical preparation and pack up of trollies
  - Organisation of equipment
  - Setting up teacher demos as required
  - Maintenance/ overseeing of equipment
  - Pantry maintenance
  - Laundry - allocating washing and maintenance

- On call in pantry during first 15 minutes of practical lessons and last 15 minutes, Monday, Wednesday, and Friday. Check with teacher verbally if assistance is required. If asked for help during practical lesson be available to return to classroom/pantry.
- Daily checks of classroom staples in each of the three classrooms after period 3 each day and restock, as required. Including cleaning equipment and materials.

➔ **TEXTILES (Tuesdays 9.00 am – 12.00 pm, Thursday 12.00 pm – 3.30 pm)**
- Measuring, cutting, textile materials; as required
- Threading sewing machines and over lockers; as required
- Setting up / packing up of specialised lesson equipment; as required
- Overseeing sewing machine and over locker maintenance

➔ **Purchasing**
- Maintaining pantry Stock Levels
- Collating weekly food orders
- Purchasing ingredients - weekly provisions ordering
- Purchasing textile related materials in consultation with CL textiles
- Purchasing equipment – in consultation with HOD

➔ **General/Administrative**
- Collating weekly department invoices – in consultation with HOD
- Arranging / collecting deliveries
- Maintain general knowledge of local sources of supply
- Proactively manage resource readiness by maintaining current knowledge of all course content to accurately forecast and process staff-submitted requests for the necessary equipment, ingredients, and materials in advance. Use initiative, and seek meaningful tasks to complete during quieter times
- Possess and maintain the knowledge, training, experience and ability to carry out the key tasks listed above

Knowledge and Skills

- Organisational skills, high level of attention to detail and time management.
- Excellent written and verbal communication skills are essential.
- Computer literate with Microsoft Office and Google suites, including Excel.
- Ability to effectively manage multiple tasks and deadlines
- Experienced at problem solving.
- Confidence in liaising with a wide range of internal and external partners

Personal Attributes

- Energetic, driven and motivated approach
- Strong work ethics, proactive
- Personable and able to relate to people at all levels, customer focused
- Ability to work on their own initiative, effectively both as an individual and as part of a team
- Be proactive in supporting staff during teaching time to enable positive student outcomes

Expectations

The position carries with it a number of expectations including:

- Commitment to the College and to the enhancement of its tradition of excellence
- Contribution to the life of the College
- A commitment to participate in professional development and performance management programmes
- An interest in students and a desire to see them achieve their full potential

In addition to the above expectations, most important will be the achievement of the objectives set by the Principal.

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Technology Technician (NAME)	Date
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Director of Human Resources (Pam Watson)	Date