



# FOOD AND TEXTILES TECHNICIAN

## SALARY AND HOURS OF WORK

### *Scale B, Point 2*

22.25 hours across a working week (Monday to Friday to be agreed)  
39 working weeks per year, which is term time and 5 training days

## RESPONSIBLE TO

- Head of Technology

## MAIN JOB PURPOSE

The primary role of the Food and Textiles Technician is to provide efficient and effective practical support to the Design and Technology Department, predominantly in the area of food preparation and nutrition.

## MAIN DUTIES

The postholder will undertake a range of tasks within the Design and Technology Department and will need to work in an organised manner and to be able to manage their time effectively, whilst maintaining a flexible and positive attitude.

### Responsibilities and tasks:

- Managing the food store
- Ordering and purchasing basic food supplies
- Liaising with teaching staff regarding department activities and the prioritisation of tasks
- Prepare, operate and setup equipment and materials required for demonstrations and class practical work including the preparation of class sets of equipment, fabric samples, weighing ingredients, etc.
- Maintain a hygienic and orderly working environment for example clearing away and cleaning / laundering equipment and materials used for practical purposes
- Ensure the organisation, maintenance, ordering and collection of supplies of both food and equipment
- Maintenance of every day equipment, check for quality/safety
- Operation of equipment in accordance with instructions
- To organise, monitor and maintain stock levels and breakage records, catalogues and user manuals – use of MS Office products required
- To make arrangements for maintenance and repair services to mend equipment where necessary
- To assist students with specific practical tasks in both Food and Textiles as requested by staff
- To undertake training when required
- Undertaking any other duties as may reasonably be expected



**Personal qualities:**

- A background in safe use and hygiene within technology rooms
- A working knowledge of using and maintaining equipment such as knives, ovens, hobs etc
- Excellent interpersonal skills, patience and positivity, plus adaptability and a great mind for problem solving
- Ability to work effectively independently as well as in a team, and with students from 11-18 years of age
- Willingness to help out with other administrative jobs around the department as and when necessary
- Be computer literate and willing to learn school systems