

JOB PROFILE

FOOD PREPARATION AND NUTRITION TECHNICIAN

To start November 2022
(or as soon as possible thereafter)



Luckley
HOUSE SCHOOL



FOOD PREPARATION AND NUTRITION TECHNICIAN

OVERVIEW

We are looking to recruit a suitably experienced Technician to work in our Food Preparation and Nutrition Department.

The ideal candidate will work as part of a team to provide technical and practical support to the Food Preparation and Nutrition Department in order to ensure consistent excellence in the standards and achievement, teaching and learning, quality of provision and personal development of all pupils within the department.

As well as being organised and methodical in their approach, the successful candidate will be able to work without constant supervision and have relevant practical experience in catering as well as an awareness of food hygiene procedures. A background of working in schools would be an advantage.

TERMS & CONDITIONS

Hours of work:

18 hours per week
Term time only plus INSET days.

09:00 - 15:00 on Tuesday
09:00 - 15:45 on Thursday and Friday
with half an hour for lunch.

(There is some flexibility around finishing times.)

Salary: £9,103 per annum (£22,450 FTE).

NON-CONTRACTUAL BENEFITS

- School's Pension scheme as well as a death in service benefit
- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements
- Staff carpark
- Employee Assistance Programme (EAP)
- Free lunches during term time
- Use of the school gym.



JOB DESCRIPTION

Job Title: Food Preparation and Nutrition Technician

Job Purpose: To work as part of a team to provide technical and practical support to the Food Preparation and Nutrition Department in order to ensure consistent excellence in the standards and achievement, teaching and learning, quality of provision and personal development of all pupils within the department.

Accountability: To the Head of Food Preparation and Nutrition

Main Duties

1. Daily preparation of ingredients, equipment and teaching materials for lessons, including the enrichment programme. Ingredients will be provided as well as materials for lessons, including the stocking of storerooms with consumables.
2. General tidying and clearing away before and after all lessons. This includes keeping sinks, cookers and worktops clean.
3. Under the supervision of the teacher, sorting through food orders and purchasing ingredients for practical lessons when necessary.
4. Responsible for the laundry for the food preparation room.
5. Checking and routine maintenance of kitchen equipment and ensuring that equipment is cleaned and stored appropriately.
6. Ensuring the health and safety procedures are understood and followed.
7. Carry out administrative tasks – filing, photocopying, displays, ordering, preparation of exam papers.
8. Cleaning and general maintenance of storeroom, fridges and cookers.
9. Stock taking, checking for repairs and ordering replacement equipment. To be responsible for the annual inventory check of the food preparation and nutrition department equipment.
10. Issue cover work for absent staff and assist cover staff with the theory or practical lesson. To help ensure the cover work is completed during the lesson.
11. Assist teachers and students during food preparation and nutrition lessons. Take charge of a group of students to carry out the practical lesson as directed by food preparation and nutrition staff.
12. Prepare display materials and equipment for open mornings and evenings and to clear away.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
BACKGROUND/EXPERIENCE		
Relevant practical experience in catering.	✓	
An awareness of food hygiene procedures.	✓	
Prior experience of working in schools.		✓
SKILLS		
Excellent communication skills in order to communicate effectively with staff and young people.	✓	
Excellent time management skills in order to meet deadlines.	✓	
Excellent organisational skills to ensure the kitchen is well-organised and to ensure the safe storage of ingredients, equipment etc.	✓	
PERSONAL QUALITIES/DISPOSITION		
The ability and willingness to support colleagues and work as part of a team.	✓	
A flexible approach to work to meet the changing demands of the role.	✓	
The ability to use own initiative in undertaking a task.	✓	
Calm under pressure.	✓	
Able to work with and motivate young people.	✓	
QUALIFICATIONS		
Relevant qualification in a Food related subject.		✓
Current food hygiene certificate.		✓
Trained First Aider.		✓

HOW TO APPLY

For further details please contact Mrs N Hall, HR Manager on 0118 978 4175 or email narene.hall@luckleyhouseschool.org

Alternatively, an application can be downloaded and submitted via the TES website at: www.tes.com/jobs/employer/-1002273

Closing date: **Friday 21 October 2022** (noon)

We reserve the right to interview and appoint before the closing date.