



Cheadle Hulme School

Role title: Food Preparation and Nutrition Technician
Reports to: Head of Food Preparation and Nutrition

Role Purpose

The post holder contributes to the smooth running of the Food Preparation & Nutrition department, specifically with planning departmental resources and preparing for the smooth running of practical lessons. They will work closely with the teaching staff and contribute to the department by organising and coordinating resources to ensure a high standard of safety and hygiene. They will liaise with colleagues and external suppliers to provide the resources needed for the delivery of the curriculum.

Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Responsibilities

- To organise Departmental resources for practical lessons;
- To work independently to manage and prioritise your own workload to ensure the smooth running of practical lessons.
- To tidy equipment away after lessons, preparing and cleaning the classroom for the next lesson;
- To ensure a high standard of cleanliness in the Department;
- To assist teaching staff in the preparation of materials for coursework and practical work, setting up demonstrations as necessary;
- To ensure the smooth running of lessons by ensuring all pupil units are fully stocked and clean;
- To trial recipes for effectiveness and reliability, and adapt for use in School;
- To prepare and produce audio-visual materials e.g. step by step photographs of recipes;
- To maintain temperature records of refrigerators and freezers;
- To order food and maintain stock levels, using stock rotation to avoid wastage and ensure they use-by dates and best before dates are adhered to;
- To ordering of goods and services as required;
- To be responsible for the storage and distribution of equipment, ensuring that safety equipment/clothing is used appropriately and that it is cleaned and maintained (including annual servicing of equipment where applicable);

- To be responsible for repairs/maintenance of equipment;
- To update the Head of Department on all spending against departmental budgets;
- To set up displays in the Food Preparation and Nutrition Department;
- To organise and maintain the Department's filing system and organise photocopying of printed teaching resources;
- To complete daily scheduled tasks as required by the Department daily, weekly and termly;
- To maintain an Incident Book by recording any Health and Safety issues;
- To provide First Aid assistance to pupils for minor incidents, when required within the Department;
- To liaise with the Medical Centre to maintain and replenish First Aid boxes;
- To liaise with Cleaning and Estates Teams to ensure the FP&N rooms are clean and well maintained;
- To coordinate and oversee safe storage of pupils' practical work;
- To keep abreast of developments in health and safety and hygiene procedures, including risk assessment, allergy awareness and COSHH.

To undertake additional reasonable duties as requested by the manager or another appropriately senior colleague.

This is not an exhaustive list, and will vary as the School's requirements change. Flexibility regarding working hours may be expected from time to time, in consultation with the employee.

Person Specification

Qualifications	
1	A Level Qualifications in a relevant discipline is advantageous
2	NVQ or similar qualification in a relevant area is advantageous
3	Certificate in Food Hygiene is advantageous
4	First Aid at Work Certificate is advantageous

Background & Experience	
5	Previous experience of working with food, ideally in a school environment
6	Experience of stock control and planning the use of resources, equipment and materials

7	Previous experience of working with school-age children. Previous teaching experience is advantageous
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Personal Qualities

8	Excellent interpersonal/communication skills (pupils and staff)
9	Excellent listening skills and the ability to understand the needs and requests
10	Good time management
11	Positive attitude to personal development and training

Skills & Competencies

12	Excellent IT skills to include: Microsoft Office applications, Google Drive and AV literacy and knowledge
13	A thorough understanding of health and safety relevant to the working environment
14	Excellent verbal and written skills
15	Ability to troubleshoot problems, and identify an appropriate solution
16	Ability to plan, organise and prioritise effectively
17	Proven ability to use initiative and be proactive
18	Ability to adjust personal methods/styles to support varying levels of ability
19	Source information and keep abreast of new technologies and working practices
20	A methodical approach with tasks and strong prioritisation skills