

**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**Food Technology Technician**

**Responsible to:** Head of Department - Food and Hospitality

**Primary Objectives:** To provide assistance to teaching staff in the Food Technology Department by undertaking food preparation prior to lessons and maintaining a safe and hygienic working and teaching environment.

**Key Tasks:**

* Ordering and storing of all weekly provisions for practical lessons and running of the department (including cleaning items) in conjunction with the Head of Department
* Organisation of the pantry and refrigerated storage to ensure a high standard of hygiene is maintained
* Preparing food/extra items needed for practical lessons, including loading and cleaning of food trolleys as required
* Daily cleaning and sterlising of all food preparation and cooking surfaces
* Wash, dry and fold linen each day
* Checking and replacing equipment and utensils, (e.g. ensuring appliances have all fittings) as necessary including in student work stations
* Cleaning of ovens, stovetops, microwaves and all food handling equipment regularly
* Undertake appropriate pest management, as required
* Assist with the maintenance of financial records/stocktaking of Food Technology Department in conjunction with the Head of Department
* Photocopying/Administration for the Food and Hospitality Department as required.
* Assist with management of written course materials and storage of assessment booklets and resources
* Assistance with school functions as required.
* Assist in the main school staffroom with preparation and cleaning on request
* Other duties as required

**Key Skills and Qualities**

* Excellent interpersonal and communication skills.
* Strong organisational skills
* Ability to work under pressure and meet deadlines
* Ability to work independently and be proactive
* Excellent Food Handling and hygiene skills
* First Aid (training can be provided)

**Hours:**

Hours of work 20 hours per week over 5 days (hours may be flexible but they do need to meet the needs of the practical lessons), during school term time only.

**Pay Rate:** This position is graded according to the Support Staff Schools Collective Agreement