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## **Job Description**

### **Food Preparation Assistant**

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<b>Responsible to:</b>	Head of Department: DT
<b>Grade:</b>	Band D, Monday to Friday, 2 hour per day, flexible to be worked before or after the school day
<b>Conditions:</b>	Term time only + 2 INSET Days

### **PURPOSE OF THE POST**

Wingfield Academy's Food Department is growing and is now an examined subject at Key Stage 4. Due to the growth of the Department, we require a Food Preparation Assistant to support the Teacher of Food Technology in the preparation of cooking ingredients for lessons.

This role is Monday to Friday, 2 hour per day, but the daily working time can be flexible to accommodate the postholder's availability, either an hour before school or after school depending on the preference of the successful candidate.

### **MAIN DUTIES**

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This job description sets out the main duties associated with the post.

- To weigh and measure ingredients for all cooking lessons.
- To ensure that all equipment is clean and ready to use.
- To assist with ensuring that there is an acceptable level of cleanliness on the work surfaces where needed.
- To work with the admin team to ensure that food shopping orders are processed and stored appropriately.
- To provide additional support to the Teacher of Food Technology or Head of Department as required for the preparation of food lessons.

It is assumed that other duties of a similar level/nature undertaken within the Department are not limited to those itemised above.

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary within individual establishments. This job description places strong emphasis that all duties will be carried out under the supervision and guidance of the relevant supervisor.

### **Miscellaneous**

The postholder will be expected to have a working knowledge of the school's policies and procedures, and to take initiative during the course of their work.

The duties of this post could vary from time to time as a result of new legislation or changes in technology or policy and in that case appropriate training will be given to enable the post holder to undertake this new/varied work.

This job description is subject to amendment from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the academy/Trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the academy procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the academy/trust as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust/academy's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification

### Food Preparation Assistant

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of recent experience of working with young people of secondary school age.</li> <li>• Experience of handling food and food storage.</li> <li>• To hold or willing to undertake Food Hygiene Training.</li> <li>• Experience of record keeping.</li> </ul>	<ul style="list-style-type: none"> <li>• To have a knowledge and understanding of safeguarding in relation to the education sector.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Food Hygiene Certificate.</li> <li>• Willingness to undertake further training relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant training and/or qualifications.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Commitment to student welfare and achievement.</li> <li>• Good listening skills.</li> <li>• Customer service/care approach.</li> <li>• Good time management skills.</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work independently or as part of a team.</li> <li>• Good communication skills.</li> <li>• Caring and supportive personality.</li> <li>• Friendly and approachable.</li> <li>• Ability to promote and safeguard the welfare of children.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and commitment for the post.</li> <li>• An interest in working in the education sector.</li> <li>• Flexible approach to work and a willingness to undertake a variety of tasks.</li> <li>• Commitment to equal opportunities and safeguarding.</li> <li>• Commitment to continuous improvement and willingness to learn from experience and practice in this academy and others.</li> <li>• A supportive and empathetic approach to students and the ability to relate well to staff.</li> </ul>	