TRURO SCHOOL

JOB DESCRIPTION

JOB TITLE: Cookery School Technician

GRADE: AS14 – AS18

REPORTING TO: Head of Cookery School

ROLE OVERVIEW

The Cookery School Technician provides practical operational support to the Cookery School to support the needs of students and staff.

KEY RESPONSIBILITIES

- To prepare the cookery school for lessons, practical activities and demonstrations
- To order, take receipt of, and manage stock control of all ingredients and consumables
- To prepare, distribute and then clear away equipment materials and resources for lessons as required
- To ensure that equipment is in good working order and that the cookery school, preparation room and storage areas are in a clean, secure, safe and orderly condition, compliant with all relevant Food Safety and Health and Safety standards.
- To carry out both routine and non-routine checking, cleaning, maintenance, testing of equipment to the required standards
- To provide technical advice and support in the classroom, for example, with demonstrations, practical activities and resources
- To assist in ensuring the safe and effective operation and use of equipment, materials and resources
- To contribute to the development and organisation of facilities, equipment, tools and resources to support the teaching of the curriculum
- To assist in the promotion and observance of a healthy and safe working environment
- To liaise with facilities, suppliers or contractors when necessary and in relation to laundry, purchasing of consumables, equipment repairs, servicing and maintenance, new installations and disposals
- To assist in putting in place provision for practical school and public examinations
- To assist and maintain appropriate classroom and corridor displays within the Cookery School and within the School

- To assist in stock control, compiling purchase orders, liaising with suppliers and maintaining appropriate records
- To establish and maintain good relationships with all students, parents / carers, colleagues and other professionals
- To undertake and ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying and filing
- To maintain both manual and computerised record and filing systems in line with departmental requirements
- To work as part of a multi-disciplinary team to support other operations and facilities as required e.g. the Cookery School Café
- To attend school events as required, for example, open days and Speech Day
- To assist in escorting students on educational visits and participate in extra-curricular activities as required
- To attend relevant meetings and training sessions as required

PERSON SPECIFICATION

Essential:

- Educated to a minimum standard of GCSE (grade A*-C or equivalent)
- Practical, hands on experience of cooking
- Self-motivated and reliable with a disciplined work ethic
- Approachable with good interpersonal and communication skills
- The ability to develop good working relationships with all members of the School community
- Ability to work constructively and under pressure as part of a team and follow direction from line manager
- A well organised and resourceful approach with the ability to meet tight deadlines
- Adaptable, flexible and approachable
- Ability to communicate well with children, young people and adults
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Excellent communication skills, both written and verbal
- A clear enhanced DBS disclosure
- An empathy and understanding of expectations within Independent Schools education
- An understanding of the School's Methodist tradition

Desirable:

- Experience of day to day operation of a cafe
- Qualifications in relevant fields e.g. Basic Food Hygiene Certificate, First Aid
- Previous experience of working in an educational environment (school, college)
- Willingness to demonstrate skills in the Cookery School if required
- Computer literate with experience of MS Office packages including Outlook, Excel and Word

ADDITIONAL

- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with students.
- This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date reviewed: April 2018
Reviewed by: Head of Cookery School