



Palmerston North Girls' High School

Food Department Technician Job Description

- Responsible to:** HOD Applied Consumer Technology Department
- Direct reports:** No direct reports
- Working relationships:** Applied Consumer Technology staff, students, suppliers, accounts office
- Functional relationships:** Students
- Limits of Authority:**
1. The School's Guidelines and Procedures; the Education Act and related regulations;
 2. No budget.

Purpose:

1. To assist with the preparation of resources for teachers' practical lessons.
2. To maintain all equipment and provisions in the department.
3. To undertake all activity within Health and Safety guidelines.
4. To assist with the departments sustainable practices.

Key Responsibilities:

1. Teachers' Lessons
 - Supply and prepare food.
 - Manage and supervise the availability of resources and returns.
2. Resources:
 - Collate and process orders for each practical lesson.
 - Manage stock on hand.
 - Monitor proposed expenditure within budget.
 - Laundry.
 - Maintain equipment.
3. Administration:
 - Photocopying as requested by teachers and HOD.
 - Communication, including systems to ensure the technician's responsibilities can be achieved.
 - Timetables and scheduling for practical work to ensure supplies are available as required.
 - Liaise with suppliers
 - Use Microsoft Word, Excel and email for administration purposes.

Code of Conduct:

As a member of our staff, you are expected to:

- fulfil your lawful obligations to our school and its policies with professionalism and integrity;
- perform your duties in an efficient and competent manner, respecting the rights of all students, your colleagues and the school community; and
- not bring your employer into disrepute through your activities, whether inside or outside the school.

Appraisal and Review:

Annual appraisal goals, targets and professional development will be agreed with the HOD. Appraisal will consider evidence in relation to the school's strategic goals, annual plans, and the above job description.

Annual salary progression through the salary grade will be assessed by the employer in the appraisal process. The job description may be reviewed at that time.

Signatures

Employee: _____

Principal: _____

Date: _____