

Support Staff Position Description

Position Description:	FOOD AND NUTRITION TECHNICIAN DUTIES
Employee's Name:	
Hours of Work:	10 hours per week In negotiation with Line Manager
Yearly Employment Arrangement:	Term time and No Teacher Only Days
Collective Agreement:	The most recent Support Staff in Schools' Collective Agreement (SSCA)
Position Remuneration:	Support Staff Administrative

Key responsibilities include

Monday

- Collect docket book if not available on Friday.
- Shop at Countdown, Church Corner.
- At school: put perishable foods into the fridge (if enough room), meat at the bottom
- Put dry stores into containers or behind them if full.
- Special items for assessments – put on shelves on the left of the big flour and sugar bins.
- Leave the class list and recipe list in storeroom, blue tack up.
- Leave any individual student food order sheets in office.
- Leave a note in the office if any items were unavailable.

Tuesday Cleaning Day

Main Kitchen

- Refill wash up containers for each unit and replace.
- Refill the 2 paper towel holders
- spares in storeroom – 1st aisle, left side, middle bottom.
- Put any soiled oven gloves into the washing machine.
- Fill a bucket from laundry with warm water and disinfectant.
- Tidy each unit.
- Put correct coloured items back in correct place – as per yellow card on splashback of sink.
- Item number count is done at end of each term.
- Wipe shelves, drawers and tops of stoves where needed.
- Put unmarked or extra items on front bench, including cutlery.
- Wipe microwaves inside, fronts and tops
- Floors and bins are done by cleaning staff.

Storeroom

- Wipe all 3 trolleys down, thoroughly.
- Wipe any shelves and containers that need it.
- Top up any containers that are low with any available spares.
- Check in commercial kitchen sinks/benches for any tins/trays that might need cleaning. Clean and put away.

Laundry

- Fold any tea towels etc.
- Clean the fluff from the drier.
- Wipe tub and washing machine down.

Wednesday

- Collect docket book if not available on Friday.
- Shop at Countdown, Church Corner.
- At school: put perishable foods into the fridge (if enough room), meat at the bottom
- Put dry stores into containers or behind them if full.
- Special items for assessments – put on shelves on the left of the big flour and sugar bins.
- Leave the class list and recipe list in storeroom, blue tack up.
- Leave any individual student food order sheets in office.
- Leave a note in the office if any items were unavailable.

Friday

- Check supplies in food storeroom.
- Record main fridge items left.
- Record dry supplies that are low, including flour, sugar, herbs, spices, oil, stock powder, milk powder.
- Also, paper towels (2 minimum), glad wrap (2 minimum)
- Also washing powder and wash up liquid.
- We like to have at least 4 packs of butter spare and 1 doz eggs in case of change of plans or mishaps
- Collect signed docket book with list of next week's recipes, from foods office.
- Collate ingredients required for recipes.
- Round up quantities to suitable weights
- Some weeks students have individual practical's – collated food orders will be given to you.
- Leave the food orders in the office on Monday after shopping often our only copy! Please don't lose.
- Any queries, phone Karina (021 212 7426)

Reporting Responsibilities

Responsible to the Teacher in Charge Food & Nutrition, functional oversight given by the Business Manager

Employee _____

On behalf of the Employer: _____
Paul Hartstonge, Business Manager

Date: _____

Date _____

Check List for Items We Tend to Buy

- Use eco bags where possible.
- Generally, buy the cheapest brands, except for pasta.
- Flour (white and wholemeal) and sugar - buy 5kg bags
- Rice buy 10kg or 25kg sacks if possible – long grain rice.
- Bread – always cheapest unless advised otherwise.
- Oil – canola or olive.
- Pita – usually the small round ones.
- Washing powder and wash up liquid – cheapest.
- Bacon – middle – cheapest. Sometimes bacon pieces if on super special
- Ham – usually shaved unless stated otherwise
- Salami – usually the bigger square/rectangular one
- Minced beef – cheapest – look for specials, but check date is **not** that day
- Steak – rump, unless stated otherwise
- Chicken breasts – boneless, skin on/off – cheapest
- Fish – usually any white fish, not previously frozen – cheapest
- Snitzel – plain – check how many pieces in pack – some are small
- Potatoes – by the bag, washed not brushed – cheapest.
- if large ones are needed for baked potatoes, buy singly
- Carrots – by the bag
- Mushrooms – usually white, medium to small size – ask for paper bag
- Celery – often half is enough as one piece is usually cut in half
- Cucumber – cheapest
- Lettuce – iceberg type, solid, unless otherwise stated
- Bean sprouts – these are big and ugly in a bag
- Snow pea sprouts – in a small clear box
- Alfafa sprouts – fluffy ones in a clear box
- Fresh Herbs – bags or pots – cheapest/available
- Olives – usually black pitted, from the deli
- Dried Tomatoes – sundried ones from the deli
- Tinned fruit – Pineapple – cheapest, Apricots – halves and good brand
- Oil – cheapest in 2 litre bottles- Olive oil – cheapest in 1 litre bottles
- Pasta – a good brand
- Milk trim – usually dried, (we make up) unless fresh is stated for assessments
- Eggs – mixed, usually in a tray, or whatever is a better buy – remove wrap at school
- Cheese – cheapest, Edam if possible
- Butter and margarine – cheapest
- Wash powder – cheapest
- Wash-up liquid – cheapest
- Jiff – Jiff brand
- Disinfectant – cheapest in 2 litres
- Bleach – Janola brand – 1 or 2 litre bottles

Currently, the technician does the following (outline of the main tasks only):

Mondays: Shops for Mon-Tues/Wed practical classes, puts this food away on the appropriate shelves for the different classes, sets up trollies for class cooking, cuts up some ingredients ready for the practical classes (for example, cutting butter, cheese, and minced meat into piles of specific gram weights, quartering capsicums, halving/quartering onions), folds any washing from Thursday-Friday that is still left (often up to 3 loads).

Tuesdays: Cleans and re-organises G105 (equipment gets mixed up very easily, which results in the pupils taking longer to cook), cleans microwaves, refills dishwashing liquid and hand soaps, provides foods required by the Learning Centre class, collates list for Wed-Fri practical's, folds washing, puts new load of washing on from cleaning (EG oven gloves, handtowels),

Wednesday: Shops for Wed-Fri practical classes, sets up trollies for class cooking P2 and the additional ingredients she has just bought, folds washing again, cuts up some ingredients ready for the practical classes (for example, cutting butter, cheese, and minced meat into piles of specific gram weights, quartering capsicums, halving/quartering onions).

Thursday: does not come in but occasionally shops for food/equipment in her own time

Friday afternoon: Collates shopping lists the next week, reorganises the fridge so leftover ingredients can be used the next week,

Plus:

- unloads the dishwasher so it is ready for Debbie and I to put equipment straight into it.
- sources and purchases specialist equipment,
- does extra cleaning and tidying, as needed (e.g. trays from the fridge)
- uses the protective spray on the ceramic stove tops, to maintain their finish and extend their life
- completes a more thorough clean of G105 when required, including specific equipment (EG cleaning frying pans and pots when food has been burnt on too much for the pupil to clean – this happens regularly with inexperienced cooks across all levels).
- cuts up the ingredients which take the longest for Debbie and I to prepare, so the ingredients are more ready for the practical classes. For example, cutting butter, cheese, and minced meat into piles of specific gram weights, quartering capsicums, halving/quartering onions.
- hand wash large trays for the fridge, muffin trays, milk jugs, etc. which do not fit in the dishwasher and need more thorough cleaning than they are currently getting.
- clean the fridge shelves down more often (more hygienic)
- laminating, photocopying and printing resources, as required