



**PLYMSTOCK SCHOOL
PERSONNEL RECRUITMENT
JOB DESCRIPTION**

Job Title Support to the Food Department

Pay Group Grade B (Actual salary - £2,311 - £2,593 per annum)

Hours 7 hours per week, 38 weeks per year

Accountable to Head of Department / Faculty (D & T)

Job Purpose

1. Assist the Head of Department (HoD) – as directed in the ordering, management and use of resources to enable teachers’ access to materials as and when required
2. Prepare food technology rooms ready for teaching which includes: laying out of equipment, ingredients, cleaning products; cleaning all surfaces and sink areas
3. Weighing out of ingredients
4. Clean and sort clothes and sundries needed for the rooms
5. Be aware, monitor and report any hygiene aspects within the department whilst cleaning rooms
6. Complete any other duties directed by HoD/HoF that is reasonable

The contents of this job description are known to and have been discussed as appropriate, with the member of staff in question.

Signed (member of staff)

Signed **Headteacher** **Date**