**Job Description – Technician- Catering**

**JOB TITLE**

Technician- Catering

**ACCOUNTABLE TO:**

Curriculum Operations Leader

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

 ‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**MAIN PURPOSE OF THE ROLE**

* To provide technical support to curriculum departments including assistance with preparation of the learning environment, teaching aids / materials to ensure effective curriculum delivery.
* To comply with all relevant statutory Health and Safety legislation to ensure a safe working environment for staff and learners.
* To work as part of the technician team providing assistance as required to other members of the team and to ensure smooth delivery of an efficient technical support service with a flexible approach to work.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* To be responsible for the pre-planning and preparation of the learning environment in accordance with the scheme of learning through liaison with the tutor in order to support the learning experience.
* To be responsible for providing technical support to tutors in respect of the preparation and development of teaching aids and materials related to the specialist field, in order to support effective curriculum delivery.
* To place orders and carry out stock control of items necessary for the provision of the services in accordance with the College’s Financial Regulations and Procedures, and to ensure that value for money is achieved.
* To maintain an accurate and up to date cross college database of equipment, including the legally required testing dates and servicing or replacement records to ensure full compliance with Health and Safety, and maintain resources for Curriculum.
* To undertake other duties as required within facilities management.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit www.lcwc.ac.uk/job

**Person Specification – Catering Technician**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| Level 2 or above in a Catering based subject |  | **✓**  | AF / CERT  |
| Minimum Level 2 qualification in Maths & English | **✓**  |  | AF / CERT |
| Experience |  |  |  |
| Recent experience in relevant vocational area including the safe use and maintenance of catering equipment.  | **✓**  |  | AF / IV / AT |
| Computer Literacy Knowledge of Microsoft Office & Access Knowledge of stock-controlled systems | **✓**  |  | AF / IV / AT |
| Recent experience working in a learning environment |  | **✓**  | AF / IV / AT |
| Teamwork & Personal Credibility |  |  |  |
| Work collaboratively and for the good of all  | **✓**  |   | AF / AT / IV  |
| Welcome suggestions for improving standards and offer suggest improvements  | **✓**  |   | AF / AT / IV  |
| Act as a team player  | **✓**  |   | AF / AT / IV  |
| Accept responsibility for personal activities within agreed parameters   | **✓**  |   | AF / AT / IV  |
| Display a high standard of personal integrity   | **✓**  |   | AF / AT / IV  |
| Demonstrate a good understanding of and positive commitment to organisational objectives  |  **✓**  |   | AF / AT / IV  |
| Communication |  |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner   | **✓**  |   | AT/ IV  |
| Analytical & Decision Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems  | **✓**  |   |  AT / IV  |
| Organised and attentive to detail  | **✓**  |   | AT / IV  |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand  | **✓**  |   | AT / IV  |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students  | **✓**  |   | AT / IV  |
| Develops relationships with internal customers and gains their respect  | **✓**  |   | IV  |
| Treats internal customers fairly and in a non-discriminatory manner  | **✓**  |   | IV  |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output  | **✓**  |   | AT / IV  |
| Ability to prioritise own work, multi-task and shift priorities  | **✓**  |   | AT / IV  |
| Proactive in taking action to achieve goals  | **✓**  |   | AT / IV  |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview