

Job Description

Position	Terms of employment	Responsible to
Food & Nutrition Technician	NZEI Support Staff in Schools Collective Agreement	Assistant HOLA Food Principal
Central Beliefs		
1. The Lincoln tikanga: Let's be Respectful, reliable, supportive and resilient underpin all we do. 2. We are all Life Long Learners (Everyone is capable of learning) 3. The personal development in using ICT's is essential as the tools are used widely throughout the school		
Employment Status		
1. Permanent, part time (27 hours per week over 5 days) 2. Term time only		
Key Descriptors of an Effective Food & Nutrition Technician at Lincoln High School		
Professional Responsibilities	Role Purpose: To support and assist the smooth running of the Food & Nutrition Department. Food & Nutrition Technician Responsibilities include but not limited to: <ul style="list-style-type: none"> • Collate, prepare and carry out weekly grocery shopping order • Collate and order bulk supplies once a month on average • General laundry i.e. tea towels, aprons, dishcloths • Set up ingredients and equipment for practical lessons • Organise the pantry, keeping supplies up to date • Regularly check classroom equipment • Maintain classrooms ready for practical lessons • General photocopying in the department • Regularly sanitize some of the equipment to maintain good hygiene standards • Checking equipment to maintain it in good working order • Attending to any additional duties as directed by the HOLA Technology and/or Principal 	

Content Knowledge	<ul style="list-style-type: none"> • Demonstrates a high level of understanding pertinent to areas of responsibility • Be well organised • General computer knowledge • Drivers licence • An interest in food • Be able to relate to adolescents 	
Building Learning Capacity Life Long Learning	<ul style="list-style-type: none"> • To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility • To attend professional development and training courses as provided or funded by school 	
Relationships, Attributes, Community	<p>To establish a positive working relationship with students, teachers and colleagues</p> <ul style="list-style-type: none"> • Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School • Is a strong and supportive “team player” with great communication skills • Confidence to work autonomously or within a team environment • Demonstrates initiative and resourcefulness • Has a friendly and approachable manner • Contributes to the corporate life of the school • Maintains positive interaction with all stakeholders <p>To maintain confidentiality in communications</p> <ul style="list-style-type: none"> • Demonstrates a high regard for and maintains confidentiality at all times ▪ Communicates issues or concerns relating to employment to the Business Manager &/or Principal 	
<p>Signed (Employee): _____ Date: _____</p> <p>Signed (Employer): _____ Date: _____</p>		