



Role Description: Food / Textiles Technician

Position Title	Food / Textiles Technician
Responsible To	Teacher – Food, Hospitality & Textiles
Responsible For	Ensuring provisions are available for Food and Technology classes
Functional Relationships with:	Head of Department of Technology, Technology Staff All school staff, parent community and external stakeholders.
Hours/ Days Employed:	7 hours per week (5 hours Food / 2 hours Textiles) As negotiated around classes
Functional Delegations (Limits to Authority):	-
Terms and Conditions:	The conditions of employment (including remuneration) are as stated in the Support Staff in Schools Collective Agreement dependent on experience

Key Performance Areas	Expected Outcomes and Performance Indicators
<p>Food / textiles department support</p> <p><i>To assist with management of resources to support curriculum delivery by teaching staff.</i></p>	<ul style="list-style-type: none"> • Arrange for food delivery for class requirements, in liaison with the teaching staff. • Keeping pantry and its contents are clean and tidy. • Cleaning inside of storage areas • Organise and clean student kitchens and ensuring all items / areas are always clean. • Checking of equipment and arranging maintenance when required. • Checking sewing machines and over lockers and maintaining machines in good working order. • Regularly check classroom equipment to make sure it is maintained and in good order. • Other duties to support teaching staff as required.
<p>General expectations (for all staff)</p> <ul style="list-style-type: none"> • Adhere to the expectations of all staff at Thames High School / Te Kura Tuarua o Te Kauaeranga 	<ul style="list-style-type: none"> • High standards of professional behaviour are always displayed when representing Thames High School. • Positive professional relationships are maintained with all staff members at Te Kura Tuarua o Te Kauaeranga / Thames High School. • The goals and policies of Te Kura Tuarua o Te Kauaeranga / Thames High School are followed and well supported. • Confidentiality is respected and maintained at all times. • Other duties as requested by the Principal and Business Manager are undertaken.



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| | <ul style="list-style-type: none">• Support the Vision, Mission, and Values of Te Kura Tuarua o Te Kauaeranga / Thames High School and adhere to its Procedures and Policies.• Behave in a professional manner, and in accordance with the Staff Code of Conduct, maintaining positive relationships and sharing responsibility for the health and safety of all members of the community.• Work and conduct are culturally responsive, and we maintain a focus on appropriate tikanga and developing our Te Reo Māori, e.g., correct pronunciation, greetings, written communications.• Maintain a focus of professional development for self and others as appropriate, including the completion of appraisal.• High standards of professional behaviour and presentation are always displayed when representing the school.• Confidentiality is always respected and maintained.• Maintain a high level of effective communication with all stakeholders. |
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