

## JOB FAMILY – Administration and Operations

Job Name	Design Technician – Food and Textiles
Job Code	TLS01/07
Job Summary	The technician is responsible for supporting the teaching and learning in the Design Department at the school
Main Accountabilities	<p><b>Food</b></p> <ul style="list-style-type: none"> <li>• Assisting the teacher in charge during lesson times</li> <li>• Preparing food orders taking account of stock in hand</li> <li>• Shopping/Sourcing/Ordering resources as required</li> <li>• Ordering food both by fax and telephone</li> <li>• Checking food on delivery against original order and delivery or order</li> <li>• Storing food correctly</li> <li>• Rotating stock</li> <li>• Arranging for purchase of food which cannot be delivered</li> <li>• Checking delivery notes against statement</li> <li>• Dealing with discrepancies of orders and statements</li> <li>• Setting up for practical lessons</li> <li>• Checking unit equipment after practical sessions</li> <li>• Cleaning inside and outside of units on a regular basis</li> <li>• Organising washing, drying and storage of linen when necessary</li> <li>• Overseeing removal of waste material from rooms</li> <li>• Regular cleaning of cookers, cooker drawers and bookshelves with damp cloth</li> <li>• Cleaning of sinks and draining boards with jiff every other day</li> <li>• Checking aprons after use and cleaning them if necessary</li> <li>• Washing out sink tidies regularly and the topping up of cleaning fluids</li> <li>• Checking and wiping out microwave ovens regularly</li> <li>• Checking sieves and washing if necessary</li> <li>• Wiping down all 'out of reach' surfaces regularly, including fridge/freezers</li> </ul> <p><b>Textiles</b></p> <ul style="list-style-type: none"> <li>• Assisting the teacher in charge during lesson times</li> <li>• Keeping a stock check for textile resources</li> <li>• Helping in preparing orders ordering resources (when possible), check deliveries</li> <li>• Shopping for resources (fabrics, buttons, needles etc)</li> <li>• Preparing materials (cutting, sorting, etc)</li> <li>• Keeping store cupboards orderly</li> <li>• Preparing, mixing and replacing dyes on as required</li> <li>• Preparing patterns, templates or exemplars for in class use</li> <li>• Setting up sewing machines for each lesson</li> <li>• Winding bobbins for use with the sewing machines</li> <li>• Supporting students as needed</li> </ul>

	<p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• Maintenance (servicing and fixing) of sewing machines and equipment</li> <li>• Working to clear away after practical lessons at the end of each day</li> <li>• Assisting with maintenance of display work throughout the Design Department</li> <li>• Assisting in arranging servicing and repair of gas and electric appliances</li> <li>• Assisting in cleaning refrigerators, cookers and microwave ovens</li> <li>• Assisting in supervising the thorough cleaning and spraying of rooms during the school holidays</li> <li>• Assisting in checking prices and availability of equipment for replacement</li> </ul> <ul style="list-style-type: none"> <li>• General</li> <li>• Photocopying of workbooks and laminating of work</li> <li>• Display work for the Design Department</li> <li>• Assisting teaching staff during lessons as requested</li> <li>• Supporting the organisation of curriculum related field trips</li> <li>• Preparing resources for co-curricular activities (CCA's)</li> <li>• Ensuring that the Food and Textiles rooms are clean and tidy at the end of each day</li> <li>• Carrying out reasonable tasks that may be requested by Head of Department or Principal</li> </ul>
<p>Typical reporting relationship</p>	<p>Head of Department and Design teachers</p>
<p>Minimum typical education</p>	<p>Non-Degree Tertiary/Diploma</p>
<p>Minimum typical experience</p>	<p>3 years relevant experience</p>
<p>Core Professional/Technical Competencies required</p>	<p><b>Abilities</b></p> <ul style="list-style-type: none"> <li>• Excellent initiative, interpersonal, communication and organizational skills.</li> <li>• Excellent general practical skills and problem solving</li> <li>• A friendly and confident manner in relation to staff and students are essential</li> <li>• Ability to be flexible, prioritise workload, to work independently and use initiative.</li> <li>• Spoken and written English is a must</li> <li>• A reputation for being punctual, reliable, flexible, resourceful, hardworking and dedicated to the responsibilities that this post involves</li> <li>• Excellent organisational skills</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of workshop equipment, machinery and hand tools and basic procedures, health &amp; safety and manufacturing techniques preferable</li> </ul>
<p>Note: This position follows a 5-day work week schedule across the year, including school holiday periods, with the entitlement of annual leave.</p>	