



Food and Textile Technician

JOB PURPOSE: Provide support to staff and students to ensure that the day to day teaching and learning within the department runs smoothly and effectively. Manage and maintain food materials, teaching resources, tools and machinery in the Food rooms. Follow and track health and safety procedures and prepare resources and materials for Food lessons.

Responsibilities

- Prepare food materials and teaching resources for Food lessons.
- In-class support as and when required.
- Maintain the hygiene and housekeeping of the Food rooms, assist to do the clean up when necessary.
- Source vendors, purchase food items and equipment for the Department; prepare PO and supporting procurement documents in line with school Procurement Policy.
- Organise and manage food storage and teaching resources effectively and economically.
- Assist with maintenance of display work in Food area; photograph and document student outcomes for display and website.
- Provide all-round administrative support to the Department.
- Maintain an accurate inventory equipment record for the Department and ensure equipment are well maintained to meet the Health and Safety requirements.
- Arrange maintenance and repair of equipment.
- Perform any other duties as and when assigned by Line Managers.
- Perform any other duties as assigned in line with policy and practice for rotation of duties among Faculty staff.

Requirements

- Diploma in relevant disciplines and at least 2 years relevant experience
- Spoken and written English is a must
- Good ICT skills
- Excellent general practical skills
- Problem solving skill and able to work independently
- Excellent organizational skill and able to prioritise tasks using time management so that all lessons are supported and run smoothly with the correct Food resources
- Sound knowledge and understanding of the importance of Food Hygiene and Safety; and sound knowledge of Food manufacturing processes
- Excellent initiative, interpersonal, communication and organisational skills
- A friendly and confident manner in relation to staff and students are essential
- A reputation for being punctual, reliable, flexible, resourceful, hardworking and dedicated to the responsibilities that this post involves

Closing Date: 13/5/2019

For enquiries, please contact Brondy Poon at 2240 6763 or bpoon@sis.edu.hk

Applications must be submitted online through <https://recruit.esf.edu.hk>.

Applicants must possess a permanent Hong Kong resident or possess a valid visa to work in Hong Kong.