POSITION DESCRIPTION AND CANDIDATE INFORMATION

Position Title: Food Technology Assistant

Role Description

This role is full-time and ongoing.

As a Child Safe School, St Joseph’s College is committed to programmes that support all students ensuring that Indigenous students, students from various cultural backgrounds and students with disabilities have their needs addressed.

Position Summary

The Food Technology Assistant’s role is to assist the Food Technology Teacher in the smooth operation of the Food Technology Learning area, with regard to the statement of duties outlined below.

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<th>Responsibilities &amp; Duties</th>
<th>The Food Technology Assistant will be required to undertake the following responsibilities and duties:</th>
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<tr>
<td><strong>Support for Food Technology Classes:</strong></td>
<td>• Prepare and set up for practical and demonstration classes according to the requirements of the teacher.</td>
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<td>• Assist teachers and students during practical classes and in cleaning up at the end of class.</td>
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<td><strong>Maintaining the Food Technology room and all equipment:</strong></td>
<td>• Complete daily, weekly, term and yearly tasks as outlined below.</td>
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<td>• Maintain ovens and other large appliances.</td>
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<td>• Assist with ordering and purchasing of new equipment.</td>
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<td>• Regularly check equipment, for repairs, replacement and labelling.</td>
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<td>• Ensure that all storage areas (food and equipment) are tidy and clean.</td>
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<td>• Clean all food preparation and storage areas.</td>
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<td><strong>Managing stock:</strong></td>
<td>• Coordinate the storing and rotation of food stocks.</td>
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<td>• Prepare food orders, tracking stock, checking deliveries and shopping for food.</td>
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<td>• Liaise with the Finance Manager regarding accounts.</td>
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<td><strong>Laundry:</strong></td>
<td>Responsibility for washing and cleaning all tea towels, hand towels, wash cloths and aprons for the Domestic and Commercial kitchen.</td>
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### Daily Duties:
- Prepare ingredients and equipment for practical classes and demonstrations and assist during classes as required by the Food Technology Teacher.
- Ensure that dishcloths, tea towels and hand towels are changed at the end of each lesson.
- Assist students and the teacher in cleaning up workspaces.
- Ensure all equipment has been accounted for, cleaned and stored appropriately.
- Sanitise bench tops, tables, sinks and stovetops.
- Ensure staff and students aprons are clean.

### Weekly Duties:
- Wipe/sweep out stoves to make sure they are clean and free of crumbs.
- Shopping/ordering and storage of ingredients and cleaning products for both the Domestic and Commercial kitchens and maintenance of separate records for both for budget purposes.
- Maintain cleaning equipment; sponges, scourers, detergent bottles, etc.
- Tidy storage areas, both food and equipment for Domestic and Commercial kitchens.
- Clean and remove unwanted food items from cool room and record cool room temperature.
- Check, sort and clean student drawers and cupboards.

### End of Term:
- Thoroughly clean food storage areas, freezer, fridges, pantry, storage room etc.
- Check all use by dates.
- Report to maintenance replacement of broken or lost equipment.

All other duties as directed by Food Technology Domain Leader, Business Manager and Principal.

| Judgement & Decision Making | • Solves day-to-day problems in accordance to operational directions, guidelines and procedures. • Refers all decisions which would be a change to standard practice to relevant individual in charge of the area for discussion before action. |
| Workplace Health & Safety | • Ensure all health and safety regulations are adhered to within your designated area. • Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the workplace. |
| Child Safety | • Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing. |
| General Duties | • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. |
- Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.
- Demonstrate professional and collegiate relationships with colleagues.
- Other duties as directed by the Principal.

**Commitment to Catholic Education**
- A demonstrated understanding of the ethos of a Catholic school and its mission.

**Commitment to Child Safety**
- Experience working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.
- Must hold or be willing to acquire a Working with Children Check and must be willing to undergo a National Police Record Check.
- Current Victorian Driver’s licence.
- Current First Aid.
- Genuine interest in the College and students and families in the School community.

**Education and Experience**
- Food Safety Handling Certificate.
- Experience/knowledge in food preparation, handling or production or a related discipline.
- Experience in use of Microsoft Office.
- Ability to work as part of a team.
- Experience within an educational environment is advantageous but not a prerequisite for this position.
- Current Working with Children Check and National Police Record Check.
- First Aid Qualification.

**Skills/Attributes**
- Ability to work as part of a team.
- Excellent interpersonal and communication skills.
- Good oral and written communication skills.
- Ability to manage complex tasks with minimal supervision.
- Ability to develop and maintain strong working relationships with key stakeholders.
- Proven capacity to work independently.
- Sound organisational skills including strong attention to detail.
- Proven time-management skills.
- Ability and willingness to accept policy directives.

The College reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.

**Professional Review**

This Position Description is intended as a framework for professional review.
Conduct

The Food Technology Assistant represents the College and as such shall be neatly presented at all times and will undertake their duties in a professional and courteous manner.

All interaction with the College community and suppliers will be conducted in a professional manner reflecting the ethos of the College.