



SACRED HEART GIRLS' COLLEGE

POSITION DESCRIPTION

FOOD TECHNOLOGY ASSISTANT

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The Food Technology Assistant is appointed by the Principal and works under the direction of the Learning Leader - Technologies to ensure the efficient operation of the Food Technology area. The Food Technology Assistant works closely with the Food Technology Teachers to ensure Food Technology students are provided with the best possible teaching and learning environment. As part of the team, the Food Technology Assistant is expected to be an enthusiastic participant in a dynamic working environment, demonstrating initiative and flexibility in responding to a variety of day to day needs and calendared events.

ROLE RESPONSIBILITIES

CULTURAL

- Actively and publicly promote and support the College, its mission, vision and values
- Contribute to a positive climate within the team that is compatible with the College ethos and expectations
- Provide students with a child-safe environment
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Foster a nurturing, supportive and positive climate which allows all students to develop their full potential

Specific duties

- Support student participation in curriculum related activities
- Attend meetings as required
- Attend whole school assemblies, Masses and special occasions where possible

PREPARATION OF MATERIALS AND SETTING UP

- Prepare materials, set up beforehand and pack up after Years 7-12 Food Technology classes
- Prepare food materials and set up for special College events and staff days throughout the year

Specific duties

- Prepare materials as requested by Food Technology teaching staff
- Pack up after practical classes
- Ensure adequate supplies of commonly used ingredients; replenish supplies
- Maintain equipment and resources, including equipment in student work areas
- Assist with catering for special College events and staff days as requested by the Principal, Deputy Principals and/or Food technology teaching staff

MAINTENANCE OF A SAFE WORKING ENVIRONMENT

- Ensure the Food Technology preparation and work areas are maintained as safe, clean and attractive working environments
- Ensure procedures, practices and protocols within the Food Technology area are consistent with OH&S guidelines and HACCP compliance.

Specific duties

- Model safe work practices, particularly as they apply to Food Preparation and handling
- Keep abreast of OH&S matters, ensuring procedures are understood and followed correctly
- Ensure the orderliness of the Food Technology area
- In collaboration with the Maintenance Department, ensure servicing and scheduling of maintenance of specific equipment such as refrigerators and ovens
- Routinely check equipment, identifying faults requiring rectification
- Practise, demonstrate and ensure appropriate use, preparation, safe handling, storage and disposal of food/ingredients
- Ensure refrigerators and other food storage areas are clean
- Ensure the security of the food preparation and storage areas
- At the end of the day, check that the work areas, sinks, stoves and ovens are clean, gas is turned off, storage areas are clean
- Undertake specialist and routine cleaning of equipment and work areas
- Repair and maintain equipment in accordance with OH&S and other safety regulations and according to skill level
- Launder tea towels, dish cloths and other items required in practical classes

LEARNING AND TEACHING (ASSISTANCE WITH CLASSES)

- Support Food Technology teachers in the delivery of quality teaching and learning
- Engage in opportunities for professional learning and personal development

Specific duties

- Assist in classrooms when requested by Food Technology teachers
- Prepare material that allows easier access for those with difficulties with mainstream material
- Run trials of recipes prior to classes and advise Food Technology teachers as to their suitability
- Assist teachers with demonstration of techniques to students
- Recognise a wide variety of cookery equipment and advise teachers of how they can be used in recipes
- Participate in excursions and related events when required
- Attend school based professional learning as required
- Seek appropriate external professional learning opportunities

WORKING WITH OTHERS

- Demonstrate strong interpersonal skills and the capacity for effective communication
- Support processes that ensure collaborative consultation, sensitivity and respectful responses to student needs
- Contribute to a climate that is conducive to collaboration and cooperation

Specific duties

- Work as part of a team
- Liaise with teachers, specialists, outside personnel (e.g., suppliers) as required
- Attend meetings as required
- Contribute to the welfare, health and safety of students, including, where applicable and qualified, the delivery of first aid
- Keep the Learning Leader – Technologies informed of key issues relating to the Food Technology area

ADMINISTRATION (INCLUDING ORDERING, MAINTAINING AND CONTROLLING STOCK)

- Maintain records in accordance with College policy and practices.
- Demonstrate effective organisational and administrative skills
- Maintain stock and supplies

Specific duties

- Undertake clerical and administrative work as required
- Maintain a petty cash system
- Maintain an inventory of equipment and conduct an annual stock take
- Provide suggestions and recommendations for capital equipment for consideration and approval of the Learning Leader Health Sciences and Business Manager
- With appropriate authority, arrange for the sourcing, ordering, purchasing and delivery of food, equipment and supplies
- Ensure materials and food are ordered and delivered in time for practical classes
- Liaise with suppliers of equipment and materials
- When necessary, collect materials from off campus locations and suppliers
- Control stock to ensure food orders are coordinated in response to needs such that there is effective rotation and minimal spoilage and wastage
- Interpret recipes and calculate needs according to student numbers and classes

VARIATION TO ROLE

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

REPORTING RELATIONSHIPS

Reports to	Learning Leader – Technologies, Food Technology Teachers
Internal Liaisons	Staff, Students
External Liaisons	Suppliers
Conditions	0.79 FTE Salary and conditions in line with the VCMEA Education Support Employee, Category B, Level 3-2