



Avila College

ROLE DESCRIPTION

Position Title	Food Technology Assistant
Classification	Education Support Officer Category B
Time Allocation	FTE 0.8
Reports to	Curriculum Leader Health and Physical Education Director of People and Culture
Appointment Terms	<ul style="list-style-type: none"> – Employment is in accordance with terms and conditions of Victorian Catholic School Multi-Employer Agreement (VCMEA 2018) – Remuneration in accordance with (VCMEA 2018)

Position Purpose

The Food Technology Assistant is responsible for assisting teachers with class preparation, assisting in class, maintaining cleaning, laundry, ordering and receiving of supplies, clean and periodic maintenance of equipment (facilitated by external suppliers).

The Food Technology Assistant also assists in the catering for college events and functions and works in collaboration with Metro Canteen staff to facilitate the catering requirements of the College.

Position Description

The accountabilities within the role are as follows but not limited to:

Position accountabilities and duties	Details
Daily Duties	<ul style="list-style-type: none"> – Set up ingredients and equipment for teacher demonstrations – Set up ingredients and equipment for students – cut and weigh food items and label clearly – Set up ingredients and equipment for high risk students (as directed by the individual Food Technology Teacher) – Set up food requirements for practical classes and/or prepare for classes the next day ensuring all Period 1 classes are completely prepared prior to commencement of class – Be present in the classroom after the demonstration session to assist with food distribution – Assist students under the direction of the Food Technology Teacher – Clean up teacher demonstration area and equipment and ensure all equipment is accounted for prior to the next practical class – Check sinks, bench tops and stovetops have been wiped over and sanitized and equipment is clean and accounted for

	<ul style="list-style-type: none"> - Inform Food Technology Teacher in the classroom if leaving the practical class for any length of time
Ordering of Food Supplies	<ul style="list-style-type: none"> - Collate food orders for food production classes provided by the Food Technology Teachers - Order food for weekly practical classes using online services or phone orders - Check, date and sign off purchases against invoices - Keep updated lists of food suppliers - Keep updated records of ordering discrepancies and outcomes - Sort out shopping items onto trays according to food orders and store as is suitable - Rotate stock to prevent wastage - Liaise with school cleaners for paper towel supplies for both kitchens <p>From time to time, the Food Technology Assistant may need to source supplies which (eg) cannot be delivered; are speciality items which means travel to and from supplies during work hours. It is the expectation of the College that the Food Technology Assistant(s) use the Principal's car for these business trips.</p>
College Meetings / Events	<p>Liaise and support College events by working with the College staff, in particular, the Director of Marketing, Communication and Events by supporting with set-up, pack down, service, ordering / receipt of catering and when available, working at after-hours events.</p> <p>Events include but are not limited to -</p> <ul style="list-style-type: none"> - Parent / Teacher / Student Interviews - Offsite House Swimming and Athletics days - Opening Morning and Twilight Tours - Assemblies eg High Achievers Assembly - Mass eg Opening School and Avila day - Parent Information Evenings - Internal meetings - Influencers Breakfast, Mother's Day and Father's Day Breakfast <p>Liaise with casual service staff to ensure they have been <i>inducted</i> into the Food Technology area eg ensure they know how to use the equipment; where supplies are stored etc.</p>
General Requirements	<ul style="list-style-type: none"> - Meet with the Curriculum Leader H&PE and the teachers of Food Technology on a regular basis - Assist Food Technology Teachers with tasks including photocopying as required - Store all food ingredients appropriately and ensure an adequate level of food ingredients are maintained and stored safely in the storage areas - Label and date left over foods - Change oil and maintain deep fryer - Launder, fold and put away tea towels, oven mitts, dishcloths and aprons - Launder and maintain tablecloths used for all school functions - Organise and maintain pantry, fridges and freezer - Maintain equipment and follow up concerns with the Senior Food Technology Teacher - Maintain all work units, wiping down units, sinks and stovetops at the conclusion of each day

	<ul style="list-style-type: none"> - Check windows, ovens, microwaves, heater, air conditioner, lock pantry doors, lock glass fridge door and ensure kitchens are left tidy at the conclusion of each day - Notify Curriculum Leader Health and Physical Education of any purchases required other than daily food supplies - Clean food containers after classes and before placing back in the pantry or fridge - Refill detergent and sanitizer spray bottles - Check staff room regularly for equipment belonging to the Food Technology Department - Liaise with Maintenance for cleaning supplies and general maintenance of the Food Technology Department <p>At the conclusion of each school term; end of the school year and the start of the school year –</p> <ul style="list-style-type: none"> - Clean and organize the Food Technology kitchens ensuring all areas are clean and tidy. (Students will be responsible for the cleaning of the units only – this will include cleaning drawers, shelves and wiping down stovetops, microwaves and benches). - Check all units for missing equipment - Purchase missing equipment once discussed at the Food Technology Assistant meeting - Clean pantry, fridges and freezer - Undertake extra duties as required for end of term cleaning and requirements - Organise knives to be sharpened - Liaise with College-maintenance or cleaners of the ovens in both kitchens - All equipment removed from kitchen bench tops and stored and all surfaces cleaned at the end of the year - At the beginning of the year all surfaces need to be cleaned before the start of school
Other responsibilities	<ul style="list-style-type: none"> - Maintain records of NAB Debit Card docket for the Food Technology Department and catering supplied for other departments - Check and order staff room amenities of milk, coffee, tea and sugar supplies - Monitor milk deliveries and check staff room milk is delivered twice a week - Cancel staff room milk if it accumulates, is a public holiday or term break - Check and wash staff room tea towels - Maintain records of service to fridges, freezer and ovens - Maintain order book for Food Technology orders - Maintain order book for other departments (eg. catering orders)
Safety and Hygiene	<ul style="list-style-type: none"> - Wear suitable protective footwear (no open toe shoes or sandals) at all times whilst in the kitchen - Maintain hygiene requirements regarding hair and nails - Wear clean apron at all times whilst in the kitchen - Use gloves when preparing ingredients for staff and students
Experience	<ul style="list-style-type: none"> -

Team Memberships and Relationships	<p>Team Memberships</p> <ul style="list-style-type: none"> - Education Support Officers - Learning Area Team <p>Relationships Internal</p> <ul style="list-style-type: none"> - Food Technology Teachers and other Assistant - Curriculum Leader Health and Physical Education and staff - Director of Marketing, Communication and Events - Director of People and Culture <p>Relationships External</p> <ul style="list-style-type: none"> - External food suppliers - Broader school community
Education/qualification	<ul style="list-style-type: none"> - Relevant food handling certificate highly desirable (eg Department of Health Victoria's food safety course recommended) - Completion of Year 12 desirable but not essential

Avila College Mission Statement

We offer Avila girls the best Catholic education and inspire successful futures.
 We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.
 We teach, guide and support our girls to achieve that vision for themselves.
 We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.

Avila College Vision Statement

We inspire our girls today to become successful women tomorrow.

Avila College Child Safety Commitment

Avila College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment

Position requirements	
Knowledge and Skills for this role	<ul style="list-style-type: none"> - Prior experience working in a college or school preferred. - Prior food handling/food preparation experience desirable either in a college/school and/or experience in working in catering/hospitality. - Excellent organisational and time management skills including ability to capably multitask across simultaneous priorities. - Excellent communication skills with the ability to be calm and organised while still continuing with priority tasks - Skill in purchasing food and assessing quantities - High level of knowledge of food handling requirements including cooking, reheating, cooling and disposing of food - High level knowledge of personal hygiene practices and equipment hygiene practices - Skill in following processes and checking detailed information

<p>General Requirements for all non-teaching staff</p>	<ul style="list-style-type: none"> - Current Employee Working With Children Check or ability to attain. - National Police Check current to within two (2) years or ability to attain. - Understanding of and commitment to legal and moral obligations relating to child safety. - Anaphylaxis training – 22578 accreditation OR to have successfully completed the ASCIA e-training for Victorian Schools with verification of practical application completed within 30 days, to be fully compliant. - Completion of DET mandatory reporting e-learning module (non-government schools). - Commitment to personal professional growth.
<p>School wide accountabilities for all staff</p>	<ul style="list-style-type: none"> - Proactively demonstrate Avila College values of inspiration, relationships, achievement, faith and community in daily work and interactions with students and colleagues. - Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College’s continuing success. - Demonstrate duty of care to students in relation to their physical and mental wellbeing. - Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures. - Maintain excellent communication and relationships with students and other staff. - Attend all relevant school meetings and College events including assemblies, Mass, community and faith days as well as professional learning opportunities. - Participate in duty supervision as rostered and other supervision duties when required. - Understand and comply with the standards of professional practice as articulated by the Victorian Institute of Teaching (VIT), Australian Institute of Teaching and School Leadership (AITSL) and the Catholic Education Commission of Victoria (CECV). - Demonstrate and ensure compliance with VIT or Working With Children registration requirements; all policies and procedures including but not limited to: <ul style="list-style-type: none"> o MACS Child Safety Code of Conduct and Child Safety Policy o MACS COVID-19 Mandatory Vaccination Policy. - Adhere to the College’s professional dress code.