



## Role Description

# Food Technology Assistant

CLASSIFICATION:	TIME ALLOCATION:	REPORTS TO:
Education Support Officer Category B Level 2	4 – 5 days per week, (0.8 – 1.0 FTE)	Curriculum Leader Health, Physical Education and Food Studies
DIRECT REPORTS:	Nil	
APPOINTMENT TERMS:		
Employment is in accordance with terms and conditions of Catholic Education Multi-Enterprise Agreement 2022: Diocese of Ballarat, Diocese of Sandhurst, Archdiocese of Melbourne and Lavalla Catholic College, Traralgon (CEMEA 2022). Remuneration in accordance with CEMEA 2022		

### **i** POSITION PURPOSE

*The Food Technology Assistant is responsible for assisting teachers with class preparation, assisting in class, maintain ordering, cleaning, laundry and receiving of supplies, cleaning, 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 event catering and setup requirements of the College.*

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

### **i** Daily Duties

- ▶ 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 students with additional needs (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 sanitised and equipment is clean and accounted for.
- ▶ Inform Food Technology Teacher in the classroom if leaving the practical class for any length of time.
- ▶ Additional Duties as required.



### *Ordering of Food Supplies*

- ▶ Collate food orders for food production classes, as provided directly by the Food Technology Teachers and through the Foodie program.
- ▶ Order food using online services or phone orders.
- ▶ Check and sign off purchase orders against invoices and deliveries.
- ▶ Keep updated list 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.
- ▶ Liaise with school cleaners for paper towel supplies for both kitchens.
- ▶ From time to time the Food Technology Assistant may need to source supplies which cannot be delivered or are speciality items. If travel to and from supply stores is required during work hours, it is the expectation of the College that the Food Technology Assistant will use the Principal's care for these trips.



### *College Events*

- ▶ Liaise and support College events by working with College staff, in particular the Director of Marketing, Communications and Events by supporting the set-up, pack down and service of food and beverages. On occasion these events may be held after-hours
- ▶ Order and receive goods as required for College events.
- ▶ Launder tablecloths for events as required.
- ▶ Events include but are not limited to:
  - Parent/Teacher/Student conferences
  - Offsite Swimming, Athletics and Sports days
  - Assemblies eg. High Achievers Assembly
  - Mass – eg. Opening school, Year 7 family and Avila Day
  - Parent information evenings
  - IWD breakfast, Mothers Day Breakfast, Fathers Day Breakfast
  - Year 12 Graduation
  - Fundraising BBQs and food stalls which support the Faith and Mission of the College.
- ▶ Liaise with casual service staff to ensure they have been inducted into the Food Technology area eg. Ensure they know how to use the equipment, where supplies are stored etc.



### *General Requirements*

- ▶ Meet with the Curriculum Leader and 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 store safely.
- ▶ Label, store and date left over foods.
- ▶ Maintain deep fryer and liaise with maintenance for oil change.
- ▶ Launder, fold and put away tea towels, oven mitts, dishcloths and aprons.
- ▶ Organise and maintain pantry, fridges and freezer.
- ▶ Maintain equipment and follow up concerns with Curriculum Leader and Food Technology teachers.
- ▶ Maintain all work units, wiping down units, sinks and stovetops at the conclusion of each day.
- ▶ Check windows, ovens, microwaves, heater, air conditioner, lock pantry and fridges and ensure kitchens are left tidy at the conclusion of each day.
- ▶ Notify Curriculum Leader 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 bottles.
- ▶ Liaise with maintenance for cleaning supplies and general maintenance of the Food Technology Department
- ▶ At the conclusion of each school term; end of school year and start of school year:
  - Clean and organise the Food Technology kitchens ensuring all areas are clean and tidy.
  - Check all units for missing equipment and replace.
  - Clean pantry, fridges and freezer.
  - Undertake extra duties as required for end of term cleaning and requirements.
  - Organise knives to be sharpened.
  - Liaise with maintenance or cleaners of the ovens.
  - All equipment removed from kitchen bench tops and stored, and all surfaces cleaned.



### *Other Responsibilities*

- ▶ Maintain records of Debit/Credit card purchases.
- ▶ As required, order food and supplies for other College departments.
- ▶ Check and order staff room amenities of milk, coffee, tea and sugar.
- ▶ Monitor milk deliveries and check staff room milk is delivered twice a week.
- ▶ Check and wash staff room tea towels.
- ▶ Maintain service records for fridges, freezers, ovens and other equipment.
- ▶ Source quotes for equipment and their purchase as required.



### *Team Memberships and Relationships*

- ▶ Team Memberships
  - Health, Physical Education and Food Studies Team
  - Education Support Officers
- ▶ Relationships Internal
  - Food Technology Teachers
  - Food Technology Assistant
  - Curriculum Leader
  - Deputy Principal Staff
  - Director of Marketing, Communications and Events
  - Maintenance
  - Metro Canteens
- ▶ Relationships External
  - External food suppliers
  - Broader school community

## Position requirements



### *Knowledge and Skills*

- ▶ Prior experience working in a school preferred.
- ▶ Prior food handling/food preparation experience desirable either in a school or experience 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 with 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.

### *Safety and Hygiene*

- ▶ Always wear suitable protective footwear (no open toe shoes or sandals) 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.

### *Education / Qualification*

- ▶ Relevant food handling certificate highly desirable (eg Department of Health Victoria's food safety course recommended)

### *General requirements for non- teaching staff*

- ▶ 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 – 22300VIC 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.

### *School wide accountabilities for all staff*

- ▶ 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 Registration Requirements; Code of Conduct and Ethics and Avila College's policies and procedures including the College's Child Safety Code of Conduct and Child Safety Policy.
- ▶ Adhere to the College's professional dress code.



- For further information regarding this position, please contact People and Culture 9831 9636  
[hr@avilacollege.vic.edu.au](mailto:hr@avilacollege.vic.edu.au)



#### 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.

#### VISION STATEMENT

We inspire our girls today to become successful women tomorrow.

#### 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 1359 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.