

# POSITION DESCRIPTION

## Food Technical Assistant



The Food Technical Assistant is responsible to the Principal through the Learning Leader and Deputy Principals. They should liaise closely with their Learning Leader regarding the priority order when competing priorities are present.

It is ultimately the role of Food Technical Assistants to facilitate the safe and efficient delivery of the curriculum designed by the teacher. The Food Technical Assistant's role is not to design curriculum, plan lessons or teach classes. They should advise teachers where any concerns arise regarding safety, scheduling or resourcing of planned curriculum; however, responsibility for determining learning activities ultimately rests with the teacher. Where concerns arise - particularly regarding safety - Technical Assistants should ensure the Learning Leader(s) is aware of any issues, hazards, risks or impacts on workload.

The position requires a high level of competency in a wide range of areas including general administration, customer service and commitment to the values and ethos of Catholic education.

### CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make ([CECV Commitment Statement to Child Safety](#))

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

### RESPONSIBILITIES:

#### Preparing materials for scheduled classes

- Set up for practical classes
- Ensuring equipment is ready for use (e.g. functional, charged etc.)
- Compiling/copying learning materials prepared by the teacher(s)

#### Ordering

- Purchasing, storing and labelling consumables
- Make recommendations for purchase, storing and labelling new equipment
- Maintaining stock levels of consumables and equipment
- Record keeping of purchases
- Liaise with the Learning Leader on spending/purchasing costs
- Receiving deliveries

- Maintain organised storage system and/or inventory
- Minimise wastage

#### Safety

- Assisting teaching staff in safety matters
- Arrange classroom displays
- Ensure First Aid Kits are well stocked
- Report and respond appropriately to OHS concerns

#### Attending/Supporting classes

- Assisting teachers and students
- Assisting with training and/or induction in respect to technical question or scientific processes

#### Cleaning and servicing

- Sanitising/cleaning/laundering equipment
- Sanitising practical environment
- Sanitising PPE
- Disposing of waste (Science/Food/Wood)
- Coordinating maintenance of equipment/machinery/tools

#### Learning Area Support

- Creating displays of classroom resources and/or student work
- Providing support for events (e.g. Exhibitions, Incursions etc.)
- Supporting co-curricular activities in the Learning Area

#### **OTHER DUTIES**

- Attend non-teaching staff meetings and team meetings as required
- Check for allergies or intolerances in classes and adjust as needed under the supervision and teacher's direction.
- Purchasing specialised foods for students with food intolerances and specific requirements
- Unpack, label and date all food in cold store and freezer
- Maintain FIFO system in both cold, freezer and dry store to ensure all food items are used within correct dates and reduce wastage
- Prepare and layout ingredients for the demonstration lesson and practical classes according to teacher instruction
- Clear teacher demonstration and packing high risk ingredients away once practical lesson has commenced
- Maintaining supplies of cleaning products to ensure they are labelled appropriately and are not used in accordance with MSDS and instructions for safe use
- Check temperatures and storage conditions
- Reporting maintenance issues

- Each kitchen, prep and storage area to be cleaned and maintained to a hygienically safe and presentable standard at the end of each practical class
- Check kitchen bays for correct equipment after each class
- Wash any unclean areas or equipment, replace any faulty or missing equipment
- Check for food recalls
- Aid teacher in any other duties requested for the care and presentation

### **Additional Tasks**

- Prepare and layout recipe cards for lessons according to teacher instructions.
- Test and amend new recipes as requested by teachers to be fit for a practical classroom environment.
- Source and gain approval for new suppliers to reduce cost/food waste but still maintain quality.
- Maintain an eco-friendly herb garden as designed by students to reduce food waste
- Implementing and maintaining a multi-bin system in classroom along with teacher support (paper, combo recycling and other waste)
- Setting up and maintaining the practical timetable for teaching staff to fill in and allowing for clear communication for ordering and specific equipment requests. This is also translated onto the fortnightly practical board in Room H10
- Requesting and monitoring kitchen equipment repairs and additional equipment required in the Kitchens.
- Practical flexibility and implementing last-minute changes where required due to unforeseen circumstances.
- Apply basic first aid to students e.g., small cuts that only require a band-aid, while escorting them to first aid for all other incidents for treatment.
- Complete end-of-term, the start of term, and school holiday checklists as by the technology leader.
- Wash, fold and rotate student cleaning materials

### **POSITION CLASSIFICATION:**

- Remuneration: CEMEA2022
- Tenure: Part Time, ongoing.

### **KEY SELECTION CRITERIA:**

- Experience through previous work at a school/commercial kitchen in the hospitality industry preferred
- Food handling certificate
- Food safety supervisor certificate
- A current National Criminal Records Check
- A current Working with Children Check Card