

# Food Technology Assistant

Classification:	CEMEA 2022, Education Support Services, Category B, Level 2
Employment Type:	Fixed Term
Reports to:	Deputy Principal, Staffing and Student Programs
Direct Reports:	N/A

## Context

Sacred Heart College is a proud, dynamic, high performing school community with strong traditions, a rich history and a deep sense of community and welcome. Our Catholic Identity is best exemplified through a program of education that encourages students and staff to pursue the Mercy values of compassion, justice, respect, hospitality, service and courage. The Sacred Heart Way is identified through actions that uphold and advance Catherine McAuley's vision of the lived Gospel, which is at the heart of our community.



*Strategy 2021 and Beyond* articulates our vision of educating girls in the Mercy tradition to make a difference in our changing world. Key elements of the strategy focus on opportunities to reimagine learning that enables members of our school community to be creative, self-directed and critical thinkers, who are inspired to learn, whose natural inquisitiveness is nurtured and who strive for excellence.

The College's food technology subjects are an element of product design and technology. They enhance learning by providing opportunities and experiences for our students to experiment, take risks, appreciate failure and transform ideas into reality with which they feel connected. By preparing our students for the future through a landscape of creativity, new technologies, design and engineering, students are engaging in problem-solving and are encouraged to think creatively and spark new invention.

## Primary Purpose

The Food Technology Assistant is responsible for the preparation of food and class resources including equipment. This role supports students and teachers with a sound knowledge of and confidence in food, equipment, and practices with an ability to manage competing tasks, particularly in a classroom setting.



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## Key Priorities of Position

Key responsibilities include but are not limited to:

### Practical Classes and Demonstrations

- Ensure food, equipment and resources are available and set up in readiness for each class, in accordance with the order sheet or as requested by the class teacher
- Assist in practical classes where required, particularly during student ingredient collection and in year 7 and 8 classes or as otherwise requested
- Assist with in class practicals where required
- Assist with final kitchen checks, including presence and cleanliness of equipment and appliances, and general kitchen cleanliness
- Conduct final cleans if required at the completion of each class
- Partner with the teachers in the delivery of Food Technology curriculum by participating in and supporting students with their learning where appropriate and required

### Food and Resource Ordering

- Create and maintain consistent procedures for the timely collation, checking, ordering and delivery of stock, particularly weekly food orders for classes
- In consultation with Food Technology teaching staff, support a culture of resource awareness by continually reviewing processes to minimise excessive ordering, expenditure and wastage
- Proactively manage relations with suppliers, including exploring new or alternative partnerships to support efficiencies and receipt of quality produce

### Administration and Support

- Support the teachers in their identification of students with food allergies, assisting to determine alternatives to particular ingredients
- In collaboration with the teachers, work to identify and set an adequate budget each year. Coordinate the administration of budget expenditure, and ensure a sound partnership in the Food Technology team in monitoring and sharing expenditure information.

### General

- Communicate and support necessary compliance with food safety standards and partnering with teachers and students on best practice regarding food handling and storage. Maintain appropriate records as required.
- Maintain a stock control system that supports preparation, simplicity, food safety and minimisation of waste.
- Identify standard equipment due for replacement and replace as required and approved.
- Create and coordinate a process to document and control the lending and return of Food Technology equipment by other areas of the College
- Regularly review the role of Food Technology Assistant as a partner to the Food Technology teaching team, considering how the role could best support students in their learning and teachers in their practice.
- Contribute to College Community events and initiatives such as Discovery Day and hamper preparation, providing support and expertise relevant to the position.
- Engage with other members of the College in guiding and supporting their use of the Food Technology space
- Create and regularly review Food Technology operational procedures that provide clarity and guidance for staff and other users of the space.
- Contribute to the workflow and practices of the team through weekly meetings and regular communication



### **Cleaning and maintenance**

- Maintain all kitchens in a clean, orderly manner and support teachers with completing checks at the completion of each practical class
- Working with other members of the team, ensure the cleanliness and tidiness of all non-kitchen areas
- Coordinate periodic and ad hoc maintenance and compliance tasks
- Undertake an appropriate, multi-period cleaning schedule in accordance with internal procedures and best practice - for example: daily, weekly, each term and annually.

### **Other accountabilities and duties**

In addition to the primary purpose and key priorities, the Food Technology Assistant will:

- Undertake other reasonable duties as directed
- Document and maintain procedures relevant to the position
- Comply with the standards of a Child Safe organisation
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College
- Undertake relevant professional and technical development

The Food Technology Assistant will have responsibility for ensuring administrative tasks, protocols and procedures relevant to the role are undertaken.

## **Key Relationships**

Key relationships include:

- Leader of People and Capability
- Food Technology Teachers
- Food Technology Assistant
- External suppliers
- Community Liaison Officer

## **Experience and Qualifications**

### **Essential**

- Experienced and passionate lover of food with sound knowledge of basic food practices
- Sound interpersonal and communication skills
- Proven time management skills and an exceptional approach to proactivity
- Able to confidently and assist young people in the safe use of equipment
- Problem solving skills

### **Desirable**

- Experience working in a school setting or with young people

This position requires a current Police Check, Working with Children Check and drivers' licence.

## **Child Safety**

The Food Technology Assistant will be committed to the College's child-safe policy, comply with the Safeguarding Children and Young People Code of Conduct, Mercy Education Limited Code of Conduct and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning, and will proactively support a child safe environment.



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## Acknowledgment

A holder of this position does so acknowledging:

- they have read and understood the general requirements of the position;
- they are suitably qualified and capable to undertake the responsibilities within;
- this position description serves to describe the position as accurately as possible but does not constitute a full statement of duties; and
- that other reasonable duties may also be allocated.



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## General Work Description - Education Support Services, Level 2 (CEMEA)

<b>Competency</b>	<p>Competency at this level involves the application of knowledge with depth in some areas and a broad range of skills.</p> <p>There is generally a variety of tasks, roles and contexts. There is some complexity in the range and choice actions required. Some tasks may require limited creative, planning or design functions.</p>
<b>Judgement, Independence and Problem-Solving</b>	<ol style="list-style-type: none"> <li>Roles at this level will generally require employees to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures, interpret precedents and adapt standard methods or practices to respond to variations.</li> <li>Roles may require an employee to: <ul style="list-style-type: none"> <li>Apply diagnostic skills, theoretical knowledge and techniques to a range of procedures and tasks; and/or</li> <li>undertake tasks requiring expertise in a specialist area or a broad knowledge of a range of functions.</li> </ul> </li> </ol>
<b>Direction</b>	<ol style="list-style-type: none"> <li>Supervision is generally required to establish general objectives relative to specific tasks, to outline the desired end product and to identify potential resources for assistance.</li> <li>Some positions will require routine supervision to general direction depending upon experience and the complexity of the tasks.</li> </ol>
<b>Supervision</b>	<ol style="list-style-type: none"> <li>Roles at this level may be required to: <ul style="list-style-type: none"> <li>supervise students while performing their normal duties but may not be used instead of a Teacher;</li> <li>Supervise other employees at lower levels and within the general work area.</li> </ul> </li> </ol>
<b>Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>Level 2 duties typically require a skill level which assumes and requires knowledge or training equivalent to: <ul style="list-style-type: none"> <li>completion of a trades certificate or Certificate III;</li> <li>completion of Year 12 or a Certificate I or II, with relevant experience; or</li> <li>an equivalent combination of relevant experience and/or education/training.</li> </ul> </li> </ol>

