



Position Description: Food & Nutrition Assistant

Position Objectives:

The Food Technology Assistant supports the Nutrition teacher and students at the College to ensure lessons run smoothly and efficiently. The role also includes support for events and programs at the year 9 campus

Incumbent:

Reports to:

All St Kevin's staff are required by their position to:

- Demonstrate commitment to the College's vision and mission
- Model and promote the gospel values and understand the charism of Edmund Rice in all aspects of leadership and community life. Contribute to the delivery of strategy and plan.
- Foster a culture of excellence by supporting and driving high academic standards, innovation in teaching, and evidence-informed practice
- Demonstrate inclusive leadership by actively promoting diversity, equity, and the dignity of all individuals
- Support collaborative decision-making by practicing subsidiarity and empowering others through shared leadership
- Strengthen community connections through transparent communication and authentic partnerships with key stakeholders
- Act as a responsible steward of College resources
- Stay abreast of and comply with all College policies

Key Responsibilities:

Leadership	• Be responsible for the achievement of the College vision and goals • Contribute to establishing and maintaining a supportive school environment • Report any breaches of the College student behavior guidelines to the Dean of Waterford or the Nutrition Teacher • Encourage a sense of belonging for students • Have a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time • Manage and uphold the St Kevin's image and brand with an emphasis on punctuality, appropriate language, personal appearance and consideration towards others
Food & Nutrition Technician	• Ensure OHS equipment and procedures are communicated and in place for each lesson • Classroom preparation of ingredients and equipment for each practical lesson and support with teacher demonstration • Assisting and support teacher and students during practical lessons to ensure smooth and efficient delivery of practical classes • Assist students who may require additional support • Assist with set up, cleaning, packing up for practical lessons • Assist with the weekly food ordering including receiving and organising • Stocktake and review of all kitchen supplies • Ensure correct food storage, stock rotation and labelling to meet food safety standards • Always maintain standards of hygiene and food safety



Position Description: Food & Nutrition Assistant

Position Objectives:

The Food Technology Assistant supports the Nutrition teacher and students at the College to ensure lessons run smoothly and efficiently. The role also includes support for events and programs at the year 9 campus

Reception	• Provide coverage at Waterford reception during lunch times and as required by the Dean of Waterford which includes greeting visitors, supporting students, answering and directing phone calls • Provide coverage at other campus receptions and administrative as required • Other reception duties as directed by the Dean of Waterford • Provide first aid level 2 for students as required
RISE program and Campus Events	• Assist and support teachers in the delivery of the RISE program • Support in the delivery of campus events including support with student lunches, hospitality or administrative tasks as directed by the Dean of Waterford
Health and safety	• Understand the health and safety risks of the kitchen and manage accordingly • Provide a safe environment for all students
Relationship management	• Foster quality relationships with staff and students • Work collaboratively to ensure a professional, consistent and seamless service to staff and students
Risk Management	• Contribute to a healthy and safe work environment by complying with all safe work policies and procedures, and ensuring all reasonable steps are taken to identify and manage foreseeable risks.
Child Safety	• Comply with the College's child-safe policy, code of conduct and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students.
Professional Development	• Build capacity through targeted professional learning programs to keep abreast of current educational understanding and personal, professional growth.
General Duties	• Abide by the St Kevin's College Code of Conduct. • As required, attend College meetings, conferences and after school events, faith days and liturgies. • Demonstrate commitment to the College vision and mission. • Champion wellbeing by cultivating respectful, safe and supportive environments for students, staff and families. • Accept reasonable direction and other duties from the Principal and/or delegates.

Qualifications and Attributes:

Essential:

- Experience working in a food preparation environment
- Strong knowledge of food hygiene and safe food handling (Victorian Food Safety Certificate).

Desirable:

- Qualifications in catering/food preparation/food safety or a related area



Position Description: Food & Nutrition Assistant

Position Objectives:

The Food Technology Assistant supports the Nutrition teacher and students at the College to ensure lessons run smoothly and efficiently. The role also includes support for events and programs at the year 9 campus

Skills and Attributes:

- Good verbal and written communication skills, including ability to build rapport and communicate with students
- Strong organizational and attention to detail
- Initiative and drive
- Commitment to supporting staff and students at the College and an enjoyment working with young people.