

WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600
20 College Drive, Narre Warren South Vic 3805
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700



Position Description

Position: Food Studies Technician
Campus: Narre Warren South
Employment Status: FTE 0.458
Reports Directly To: Head of Secondary

Role

The Secondary Food Studies Technician provides assistance of a supportive nature for teaching staff as directed.

Ministry Specifications

Classroom Practice

- Organise and set up for teachers' demonstrations
- Provision of general assistance of a supportive nature for teaching staff as directed
- Assisting with the collection, preparation and distribution of teaching aids and materials
- To assist classroom teachers with room presentation, photocopying, etc.
- To assist students with activities as directed by the classroom teacher
- To assist classes on excursions, in-house activities, as required
- Assist students in areas they may need help

Maintenance

- Collecting and distributing stock and equipment
- Ensuring the classroom is properly cleaned and maintained
- Ensure work areas and materials, equipment and appliances are maintained in a clean and ready to use condition
- Clean and restock the kitchen, pantry, and laundry
- Coordinate and participate in cleaning the kitchen areas and café on a daily, weekly, end of term, semester, and yearly basis
- Organise repairs and maintains of items used in the kitchen as well as building maintenance issues

Resourcing

- Compile a weekly shopping list in accordance with recipes used
- Complete online shopping and online orders
- Receive food order deliveries and arrange all food and equipment orders to ordering procedures for stock to be on hand for classes
- Ensure food is received and stored appropriately and follow all food hygiene practices for perishable and nonperishable foods
- Ensure all the food is rotated and follow FIFO (first in first out)
- Organise purchase orders for equipment and other items that may be required.
- Organise purchase of speciality food items not available with the regular suppliers

- Coordinate with accounts for relevant approvals.

Other

- Assist with catering requirements for primary and secondary school production
- Assist with school community events (eg. Presentation Evenings, Professional Development Days and others as directed by your manager)
- To participate in other duties as directed by the Head of Campus
- Model exemplary classroom practice when supporting students
- To actively pursue best practice in the areas of responsibilities

Inherent Requirements of the Position

Assistants

- Contribute proactively to a culture of child safety
- Some bending and crouching
- Standing tasks requiring twisting and turning
- Prolonged periods of standing
- Some repetitive actions
- Able to work in an outdoor environment and differing weather conditions
- Ability and license to drive College cars for specific roles

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

Administration/Duties

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings and in house professional development activities
- Attendance at the first day back for staff, Staff Retreat and end of year function
- Attendance at the General Working Bee
- Undertake Yard Duties as required
- Attendance at School Concerts, Presentation Nights