



# Food Technology Assistant



Position Description	
<b>Position:</b>	<i>Food Technology Assistant</i>
<b>Commencement:</b>	<i>4 May 2026</i>
<b>Employer:</b>	<i>St Joseph's College Geelong</i>
<b>Location:</b>	<i>Geelong, Victoria</i>
<b>Award:</b>	<i>Catholic Education Multi Enterprise Agreement 2022</i>
<b>Contract:</b>	<i>Ongoing Part Time 15.2 hours per week (FTE 0.40)</i>
<b>Category:</b>	<i>Education Support Level 2 Category B (who normally works during the school term time only and receives paid non-term weeks)</i>
<b>Wage Range:</b>	<i>\$22,631 – \$28,983 (part time rate) + superannuation</i>
<b>Closing Date:</b>	<i>19 April 2026</i>

## About Us

*St Joseph's is a Catholic Edmund Rice Education Australia Boys' Secondary College, with an enrolment over 1800 students. This college community is committed to the safety, wellbeing and protection of all children in our care. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.*

*As a Catholic school we aspire to form students' hearts and minds to act with Integrity and Compassion within a learning culture that is engaging, rigorous, inclusive, innovative and within which each student is challenged to achieve excellence.*

## Role Summary

The Food Technology Assistant supports teachers and students in the delivery of Food Technology classes by preparing materials, maintaining a safe and hygienic learning environment, and assisting with practical lessons. This role ensures smooth class operations and contributes to high-quality learning experiences in the kitchen classroom.

They have a demonstrated capacity for self-directed work and for taking the initiative, and possess good organisational skills. This position works under the direction of the Food Studies teachers. They ensure that facilities are maintained and that all preparation for class work is completed in a timely manner.

## Key Responsibilities and Duties

### FOOD TECHNOLOGY SUPPORT

- Ensure all equipment and ingredients are stored and handled in a safe manner in accordance with relevant legislation, regulations and Occupational Health and Safety policies and procedures.
- Ensure safe working procedures are carried out in accordance with Risk Assessments.
- Order, inspect, maintain and repair (where able) equipment in accordance with College procedures, applicable safety standards and provider instructions.
- Check stock in pantry/fridge/freezers against requirements and use by dates and, in conjunction with food staff, order their food needs.
- Assist with maintenance of order in food studies rooms, including the storage rooms.
- Daily tasks include:
  - Set up trolleys with all ingredients and specialist equipment for practical classes.
  - Prepare ingredients and equipment for teacher demonstrations when required.
  - Assist teaching staff as directed in practical classes.

- Clean and replace dishes from demonstrations.
- Launder tea towels and other linen used by teaching staff and students.
- Wipe over all work surfaces.
- Check off and organise newly-arrived supplies for storage.
- Clean and replace dishes from classes sampling final products.
- Order food and supplies for practical classes for all year levels.
- Purchasing of food items from supermarket, as needed.
- Weekly tasks include:
  - Clean and wipe out refrigerators.
  - Maintain organisation of storage areas.
  - Complete food orders for practical classes for all classes at each year level.
  - Ensure that all equipment is functional and safely maintained.
  - Regularly meet with Food Studies staff and the Technology Curriculum Learning Area.
- End of Term tasks include:
  - Major stove clean of all parts.
  - Kitchen check and equipment upgrade.
  - Wipe over vertical cupboard surfaces.
  - Stock control.
- Have a commitment to and awareness of matters in relation to Occupational Health and Safety.
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College.
- Other duties as requested by the Technology Curriculum Area Leader.

#### CHILD SAFETY

- Provide students with a child-safe environment.
- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Proactively monitor and support student wellbeing.
- Exercise pastoral care in a manner which reflects school values.  
Implement strategies which promote a healthy and positive learning environment.

## Personal Qualities

### Mandatory licensing:

All individuals employed by the College need to have a Working with Children (Employee) Card and a National Police Record Check.

### Essential

- Knowledge of safe food handling and kitchen hygiene practices.
- Ability to work effectively with young people in a school environment.
- Strong organisational and multitasking skills.
- Clear communication and a calm, supportive manner.
- Ability to follow recipes, instructions, and safety procedures.

### Desirable

- Food Safety or Hospitality qualification (e.g., Food Safety Level 1/2).
- Experience in a commercial kitchen, canteen, or school food tech setting.
- First Aid certification.
- Understanding of dietary needs and allergy management.

### Personal Attributes

- Patient, approachable, and student-focused.
- High attention to detail.
- Reliable and proactive.
- Enjoys working in a fast-paced, hands-on environment.
- Team-oriented with a positive attitude.

## Application

For more information **and to apply** please refer to the *Employment Opportunities* section on the College website [www.sjc.vic.edu.au](http://www.sjc.vic.edu.au)

Should you require any further detail please contact:

Human Resources Manager

Email: [recruitment@sjc.vic.edu.au](mailto:recruitment@sjc.vic.edu.au)

Ph: 03 5226 8131

St Joseph's College prides itself in developing the students that demonstrate:

Compassion

Innovation

Integrity



Liberating  
Education



Gospel  
Spirituality



Inclusive  
Community



Justice and  
Solidarity



# Employee Value Proposition

At St Joseph's College Geelong, we are committed to fostering a culture of excellence where all staff and students are valued and respected. Our Catholic boy's secondary school, situated across two campuses in Geelong, offers a supportive and dynamic work environment that encourages personal and professional growth. Join us, and become a part of a community dedicated to nurturing the minds and hearts of young men.

## Why Work at St Joseph's College Geelong?

### **A Culture of Excellence and Respect**

At St Joseph's College Geelong, excellence is not just a goal; it is a culture. Our dedicated staff strive to provide the highest quality education, instilling a love for learning and a pursuit of personal bests in our students. It is wonderful to have students say “thank you” after each class. We value and respect every member of our community, fostering an inclusive environment where everyone is welcome and their contributions are recognised and celebrated.

### **Compassion, Innovation and Integrity**

Are integral to all that we do. Our staff experience support and understanding when they or family members are ill. We have the largest school based Virtual Reality Lab in Australia, we explicitly teach students ‘self-directed learning skills’ and offer micro credentialling in addition to traditional reporting. Integrity is visible in every decision we make.

### **Outstanding Facilities**

Our Edmund Rice Campus, perched on top of Newtown Hill, boasts outstanding facilities that enhance both teaching and learning experiences. With state-of-the-art classrooms, cutting edge technology, and extensive sporting facilities, we provide an environment where both students and staff can thrive. The campus's stunning views over Corio Bay, Barwon Valley, and the You Yangs create an inspiring backdrop for educational excellence.

### **Strategic Location**

Conveniently located close to the Geelong Ring Road, both campuses offer easy access for staff commuting from the Geelong region including the Surf Coast and Bellarine Peninsula.

### **Bespoke Year 9 Curriculum at Westcourt Campus**

Our Year 9 Westcourt Campus provides a unique, intimate learning environment with a bespoke curriculum designed to meet the specific needs of our students. With a strong focus on personal development, this campus allows educators to deliver tailored programs that support each student's growth, both academically and personally. As a staff member, you will have the opportunity to make a significant impact on the lives of young men during a crucial stage of their development.

### **Professional Development Opportunities**

At St Joseph's College Geelong, we believe in continuous learning for our staff. We provide opportunities for formation in the Edmund Rice charism. We offer comprehensive professional development programs that support career progression and skill enhancement. We promote from within, creating a leadership pathway for teachers. Whether you are an experienced educator or new to the profession, you will find opportunities to expand your knowledge, collaborate with colleagues, and stay at the forefront of educational best practices.

### **Strong Community and Supportive Environment**

Our school is built on strong community values, where teamwork, collaboration, and mutual support are at the core of everything we do. As part of the St Joseph's College Geelong family, you will join a network of passionate educators and staff who are dedicated to making a positive difference in the lives of our students.

## Commitment to Wellbeing

We prioritise the wellbeing of our staff and students. Our comprehensive wellbeing programs and initiatives ensure a healthy work-life balance which is assisted by midweek rather than weekend sporting commitments and we provide support for mental, emotional, and physical health. Our staff have access to our fully equipped gym and high performance centre. We believe that a happy and healthy staff is essential for creating a positive and productive learning environment.

## Benefit Summary:

- employee stability
- regional / rural / coastal living
- accessible commute
- commitment to diversity in employment and enrolment practices
- extensive position of leadership opportunities
- teaching and leadership mentoring, professional development and support
- encouragement and financial support to undertake further educational studies (eg Masters programs)
- free first aid training
- extensive compliance training
- access to college facilities including resource library, gym and high-performance centre
- wellbeing programs including yoga and supervised personal training
- state-of-the-art contemporary learning spaces
- laptop provision to all staff
- staff uniform for specific positions
- annual teaching excellence and service awards
- great work life balance
- family prioritisation (eg we will often have primary students sitting in the back of staff meetings or in the staffroom on primary student free days)
- opportunities to attend local, national and international immersion programs
- opportunities within service learning
- extensive learning diversity support staff, AFL trainees and tutors to assist teachers in classrooms
- collaboration built into meeting structures
- in term professional learning days
- teaching opportunities within 7 to 10 curriculum, applied learning, VET, VM and VCE
- staff discount for students at the College
- awards for best teacher and best support staff (peer nominated) presented annually at a 'staff gratitude luncheon' at a function centre. Winners receive a certificate, honour board entry and \$500
- flexibility in our implementation of the Multi Enterprise Agreement resulting in increased flexibility in home time, requirements to be onsite
- the two meeting a week, rule, is not enforced. After-school meetings are rotated to ensure they meet the needs of the College and staff professional learning
- liberal access to leave

## Join Us

If you are passionate about education and want to be part of a community that values excellence, respect, and personal growth, St Joseph's College Geelong is the place for you. Together, we can inspire and empower the next generation of young men to achieve their full potential.

Apply today and embark on a fulfilling career with St Joseph's College Geelong, where your dedication and expertise will be valued, and your contributions will help shape the future.