

POSITION DESCRIPTION

Food Technology Assistant

POSITION	Food Technology Assistant
RESPONSIBLE TO	Head of Arts and Technology
CLASSIFICATION	Education Support Officer – Category B – FTE 0.5
EMPLOYMENT TERMS	• Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (CEMEA 2022) • Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience
PREPARED BY	Principal Head of Human Resources
ISSUE: 01	DATE: August 2026

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The Food Technology Assistant plays an important role in the delivery of high-quality learning experiences in The Arts and Technology faculty. This position is responsible for the preparation, maintenance and organization of materials, equipment and learning spaces in faculty, provides administrative support and assistance to College staff and students, and assists teaching staff during practical classes and in the co-curricular program. The Food Technology Assistant will be required to assist with occasional after hours events such as the annual College Art and Design exhibition and may be invited to attend overnight camps.

Primary Purpose of the Food Technology Assistant Role

The Food Technology Assistant is responsible for assisting the Food Technology Teacher and students in the Food Technology program.

Key Responsibilities

- Class Preparation
- Classroom and Demonstration Support

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- Purchasing and Inventory Management
- Kitchen Hygiene and Cleaning
- Health and Safety Compliance
- Student Assistance
- Facility Organisation
- Administration

Class Preparation

- Prepare practical classes by weighing, measuring, portioning and setting out ingredients' equipment and materials in accordance with teacher lesson requirements.
- Check ovens, stovetops, microwaves and ensure kitchen is ready ahead of the class commencing
- Safe storage of ingredients and equipment following practical classes
- Hand towel, hand soap and dishwashing dispensers filled as required
- Prepare to assist selected students as required during practical classes

Classroom and Demonstration Support

- Assist teaching staff with the preparation and setup of equipment, ingredients and resources for classroom demonstrations and practical activities
- Trial recipes when required
- Provide input into the unit for formulation or curriculum planning where applicable
- In collaboration with the Food Technology Teacher, review, evaluate and modify, suggest alternative/develop recipes

Purchasing and Inventory Management

- Monitor and maintain pantry, refrigerator and storeroom stock levels, receive deliveries, rotate stock and coordinate grocery purchases through online and local suppliers
- Keep updated records of ordering discrepancies and outcomes
- Check, date and sign off purchases against invoices

Kitchen Hygiene and Cleaning

- Maintain high standards of cleanliness by washing dishes, sanitizing work surfaces, cleaning kitchen equipment, managing kitchen laundry including aprons and tea towels
- Undertake a thorough deep clean at the end of each term

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- Storage shelves in the storeroom are regularly cleaned and sorted
- Ensure fridges are cleaned (inside and out), bulk storage containers (inside and out), hand washing basins, tables, chairs, ovens, rubbish bins, benches, cupboards, drawers, windowsills and microwave ovens to be wiped regularly throughout each week following practical classes
- Oven trays and tins etc to be checked and cleaned if needed

Health and Safety Compliance

- Ensure safe storage and handling of food, equipment, cleaning products and maintain up-to-date Safety Data Sheets and compliance records
- Under the direction of the Food Technology Teacher and the Head of Arts and Technology, oversee the service, maintenance and safety of all equipment.
- Assist in fostering a strong best practice Occupational Health and Safety culture in the College, under the leadership of the Head of Arts and Technology
- Prepare risk assessments under the guidance of the Risk & Compliance Manager. Employ safe work practices in the kitchen by applying Occupational Health and Safety Legislation
- Conduct regular safety audits for the kitchen
- Always wear suitable protective footwear (no open toe shoes or sandals) whilst in the kitchen
- Always wear a clean apron whilst in the kitchen
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk occurring or recurring

Student Assistance

- Provide support and guidance to students during practical classes, including directing them to equipment and assisting with safe handling procedures under teacher supervision

Facility Organisation

- Maintain an organised and efficient food technology workspace, ensuring equipment, ingredients and resources are readily available for staff and students
- Retain an inventory of stock and equipment

Administration

- Assist with general enquiries from staff and students
- Participate in professional development to maintain current first aid and administrative expertise
- Ensure invoices and associated order documentation are provided to Accounts
- Budget reconciliation and management

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- Any other duties as assigned by the Principal or delegate

General accountabilities for all Staff

- Demonstrate duty of care to students in relation to their wellbeing
- Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- Adhere to the College's professional dress code for staff
- Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- Demonstrate professional and collegial relationships with colleagues
- Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- Be familiar with and comply with all College policies and procedures

Key Selection Criteria

- Relevant food handling certificate and a proven record as a Food Technician is desirable
- Excellent communication skills
- Working knowledge of computer programs including Word, Excel and Outlook
- Knowledge of Occupational Health and Safety regulations in an educational setting
- Strong organizational skills, attention to detail, enthusiastic, and motivated
- Interpersonal skills with the ability to work independently and as part of a team
- Written and verbal communication skills
- The capacity to negotiate with Vendors
- The capacity to multi-task and pay close attention to detail
- Valid Victorian Working with Children Check and National Police Record Check required
- Current First Aid and CPR Certificate