



POSITION DESCRIPTION

Title: Food Technology Assistant

Reports to: Director of School Services through the Curriculum Leader: Health and Physical Education

Date: March 2023

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to lead and serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

The professional environment for staff at Genazzano FCJ College emphasizes innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal and Torres Strait Islander children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy and a Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION OBJECTIVE

To work closely with the faculty staff to assist with the efficient operation of the Food Technology centre.

KEY RESPONSIBILITY AREAS

The duties relative to this position include:

- Ensuring the Food Technology Room, equipment and food is prepared in advance and available for the commencement of all classes
- Organising the safe and appropriate storage of all items
- Maintaining the Food Technology and Dining Room area in a safe and functioning manner
- Assisting all teachers of Food Technology in ways which may be required to deliver the curriculum and co-curricular needs of the faculty

In particular, the specific duties are as follows:

Preparation / Classroom

- To set out food for each practical activity and teacher demonstrations, including the portioning of food according to recipes
- Keep pantry organised and clean by filling canisters, wiping containers and rotating stores on shelves
- To support the classroom teachers with the conduct of the classes, including the provision of assistance to students in accordance with relevant professional conduct standards

Ordering

- Order and purchase all food materials and supplies
- To check food supplies before ordering and ensure most cost effective purchases are made for weekly order
- To check the supply of all ordered food and equipment, pack away supplies. Meet Food delivery on Monday morning, so food can be placed in fridges immediately

Cleaning

Ensure classroom is maintained in a hygienic manner, by providing feedback to Class Teachers and/or Curriculum Leader Health Sciences when cleanliness issues arise.

- Attend weekly to stoves and microwaves
- Keep refrigerator and freezer clean and organised
- Keep dining room clean and tidy
- Co-ordinate additional / special cleaning with Cleaning Contractor in liaison with Business Manager
- To check food stores regularly to clean out food stores for hygiene/safety purposes
- To monitor perishable foods in the fridges and freezer, and maintain clean fridges
- To coordinate (work in consultation with the cleaner) the washing and drying of tea towels to ensure each practical has adequate supply
- To work closely with the cleaners to ensure:
 - o the cleanliness and maintenance of all working surfaces
 - o the cleanliness and maintenance of ovens, stove tops and microwaves
 - o the cleanliness of windowsills, ledges and floors

Repairs

- To monitor all equipment for breakages, safety, cleanliness. Determine replacement orders and place orders through the Curriculum Leader Health Sciences
- To undertake repairs on kitchen equipment where appropriate, or place work orders for repair / maintenance of equipment
- To ensure first aid material is kept up to date and replacement material sought where appropriate via the Curriculum Leader Health Sciences

Other

- To oversee "other" user groups (e.g. Mothers' Association, other curriculum areas) in their use of the Food Technology centre and the borrowing of equipment
- To assist and support special and co-curricular activities with catering needs as required

ACCOUNTABILITY & EXTENT OF AUTHORITY

- The Food Technology Assistant is accountable to the Director of School Services through the Curriculum Leader: Health and Physical Education
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Director of School Services

SKILLS AND EXPERIENCE REQUIRED

The qualifications, experience and skills required for the position include:

- Food Safety qualifications are essential.
- An ability to understand the curriculum, financial and administrative parameters to work within.

CONDITIONS OF EMPLOYMENT

- Employed in accordance with terms and conditions of Victorian Catholic Schools Multi-Enterprise Agreement 2018
- The incumbent will require a Working with Children Check and National Police Record Certificate