

Food Technology Assistant

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the latter hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

Education Support Team

Education Support employees at Emmaus College work together in a spirit of cooperation supporting staff and students within the confines of College policies and procedures to assist in the achievement of the curriculum and student welfare goals of the College.

The Position

The Food Technology Assistant reports to the Technology Learning Area Leader and is responsible for maintaining the efficient and safe functioning of the Food Room and assisting the teaching staff and students as required.

Key Responsibilities and Duties

- Purchasing of food for weekly pracs (via Coles Online where possible)
- Collating food orders as instructed by the teacher
- Purchasing of other food and equipment as required
- Maintaining a clean and safe working environment- wash and dry tea towels and dishes, sweep floors as required and put equipment away
- Washing demonstration dishes
- Organizing and setting up pracs for all classes for the week- which includes setting up demonstrations for each practical class as requested, organizing trays specific for each class, portioning, weighing or preparing food as required and setting up trolleys

- Detailed cleaning of major appliances (ovens, stove tops, fridges and freezers) per term
- Microwaves to be cleaned weekly
- Maintaining equipment or organizing of servicing of same if required
- Photocopying of recipes and other items as requested by the teaching staff
- Assisting with classes as required (teaching staff to direct this - this may involve assisting a student with prep, cooking, cleaning or a variety of other tasks.
- At the end of a class, assisting the teaching staff with checking benches
- Providing immediate first aid if required and notify the School nurse of any significant medical situations
- Maintaining an up-to-date diary/ calendar for the week's cooking
- Maintaining records of purchases (receipts) and forwarding them to the Finance Department weekly
- Checking that food orders are submitted in a timely manner
- Data entry and implementing an online recipe manager system such as my recipe manager
- Checking stock and rotation of stock
- supporting the administration requirements of the College as directed by the Director of Business Operations
- any other duties as required by the Director of Business Operations or Principal

Occupational Health and Safety

The Food Technology Assistant is responsible for

- assisting with compliance with Occupational Health and Safety policy and procedures for handling, storing, processing and the disposal of food
- ensuring that Occupational Health and Safety policy and procedures for handling, storing, processing and disposal of food are always followed in the College kitchen and food preparation areas.

Experience and Qualifications

The successful applicant is required to have or be working towards the following skills / competencies / qualifications.

- Food handling certificate (ideal)
- Anaphylaxis and Asthma training
- Sound computer skills
- Good organisational skills
- Good communication skills
- Enjoys food and cooking
- Can work both independently and as part of a team

Salary and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks.

This is a 0.6 FTE position. Hours are 8am – 4pm or as directed by the Technology Learning Area Leader. Unless otherwise directed the successful applicant will work three days a week. This is an Education Support role under the CEMEA with the level dependent on skills and experience. The role is an ongoing part time position (0.60FTE). The incumbent will not work during school holidays.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.