

Preamble

The Food Technology Assistant works closely with the teachers of Food Technology and Food Studies and contributes to the overall success of this area.

Qualities Required

1. Friendly and warm disposition.
2. Welcoming and helpful personality.
3. Ability to interact well with staff, parents and students.
4. Ability to work under pressure and meet deadlines.
5. Loyalty to the College and its staff.
6. Ability to work flexibly.

Skills Needed

1. Excellent interpersonal and communication skills.
2. Strong organisation skills.
3. Good understanding of the operations of a secondary school.
4. Excellent food handling skills.
5. First Aid Level 2.

Duties will include:

- Communicate requirements for equipment as required by the department.
- Communicate relevant matters to the Arts and Technology Leader.
- Set up materials/equipment for all practical classes.
- Assist teachers and students in all practical classes.
- Consultation with teachers re practical classes as required.
- Ensure all equipment and kitchens have been left clean and tidy before class is dismissed.
- Maintain order and cleanliness of kitchen, fridges, cool rooms and storerooms.
- Ensure all the washing and drying of tea towels at the completion of each practical class.
- Clean cool rooms and storerooms. This is done at least once per term.
- Communicate any relevant matters to Maintenance e.g. the exhausts, air-conditioners and ceiling fans to be cleaned.
- Assist with the maintenance of financial records of Food Technology expenditure.
- Cleaning of ovens and stoves tops and sides.
- Cleaning of individual kitchen/s including equipment stored under the sinks
- Checking all equipment is clean and in working order.
- Check inventory to ensure all kitchens have all the required equipment.
- Check that appliances have all their fittings.
- Clean out fridges and cool rooms of all perishables as appropriate to the time of term.
- Defrosting of areas where appropriate.
- Other duties as advised by the Principal (or delegate) and/or Arts and Technology Leader.

Key Performance Indicators

- Ability to complete duties in a professional and timely manner.
- Ability to demonstrate teamwork.
- Ability to respond effectively to constructive feedback.
- Ability to participate in an appropriate professional development plan.

Terms and Conditions

Salaries and conditions are set by the *Victorian Catholic Education Multi Enterprise Agreement 2018*.

The position is Category B.

The position reports to the Arts and Technology Learning Area Leader.

Part-time to be determined.