



ST FRANCIS XAVIER COLLEGE
Berwick, Officer and Beaconsfield

Food Technology Assistant

Position Description	
Position Title:	Food Technology Assistant
Reporting Relationships:	Responsible to the Vice Principal through the Director of Learning Culture
Direct Report (If Applicable):	N/A
FTE & Position type:	Full Time, Fixed Term
Classification Level:	ESO – Level 2, Category C under the VCMEA 2018
Campus Location	Berwick, Officer and Beaconsfield

Mission:

I am the Way, the Truth and the Life (John 14:6)

St Francis Xavier College is a Catholic community that is educative and supportive of the whole person. We have a clear purpose: the individuals' development of competence, conscience and compassion formed in the Christian tradition in light of the Scriptures; one who is guided by a sense of Christian faith, hope and love who will be of service to the world. We recognise God's presence in our lives by being a living witness to Jesus, celebrating and pursuing excellence and by living courageously with optimism and respect for the dignity of all.

Role Summary:

The Food Technology Assistant is required to work in partnership with Food Technology teaching staff in providing technical support in a range of areas.

Key Duties & Responsibilities:

Day to Day

- The timely preparation of appropriate equipment and provision of adequate materials to conduct food technology classes
- The maintenance and cleanliness of the kitchen/s
- Consult with food teachers on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary
- Set up of equipment and food for practical classes, including teacher demonstrations
- Assist students to collect required ingredients and be available to help in practical classes
- Clean and maintain aprons on regular basis
- Assist teachers to check work areas on completion and practical classes and maintain safety
- Regular temperature checks on fridges/freezers
- Ensure students have cleaned areas correctly, e.g. stoves, sinks, floor, drawers, cupboards and returned equipment to correct storage areas at the end of each practical class
- Wash and fold tea-towels, dish cloths etc. progressively during the day
- Ensure pantry is adequately stocked and regularly maintained for cleanliness and ordering
- Maintain the Food Technology Room, Restaurant and Kitchen in a clean state at all times
- Stove tops, bench tops/sinks and preparation benchtop area to be sanitised at the end of each day

- Ordering of food supplies and equipment in consultation with teaching staff and Director of Learning Culture
- Assist with catering needs at various College functions
- At the conclusion of each week clean out refrigerators and dispose of out of date food
- Ensure that dishes are washed and put away. Turn on the dishwasher at the end of each day.

At the end of each term

- Ovens to be cleaned and sanitized
 - Students drawers and cupboards, centre equipment and cupboards and aprons to be thoroughly cleaned and sanitized
 - Pantry shelving area and storage tubs to be wiped and sanitized
 - Any other duties as directed by the College Principal, Vice Principal or Director of Learning Culture
 - Can effectively build and maintain relationships
 - Has a commitment to Occupational Health and Safety
 - Demonstrates strong organisation skills
 - Interpersonal skills to effectively communicate with students and colleagues
- Flexible and adaptable to changing conditions

Skills and Knowledge:

- Can effectively build and maintain relationships
- Interpersonal skills to effectively communicate with students and colleagues
- Flexible and adaptable to changing conditions
- Willingness to take initiative and personal responsibility
- Organised with the ability to manage competing priorities
- Commitment to occupational health and safety
- Understand and follow relevant College policy and government legislation e.g. Privacy Policy
- An understanding of and commitment to Catholic education

Additional Requirements:

St Francis Xavier College is committed to developing a culture to maintain the safety of each student in our care. At St Francis Xavier we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at St. Francis Xavier College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

- Current Working with Children Check
- National Police Record Check

Last Updated:

February 2019