



Position Description

Title: FOOD TECHNOLOGY ASSISTANT – COBBLEBANK CAMPUS
Responsible to: Principal
Report to: Domain Leader Technology

REMUNERATION & TIME ALLOWANCE

Hours of Work: Monday – Friday
8am – 4pm
Tenure: Full Time
Category: B

The Food Technology Assistant is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES

Commitment to Catholic Education

- Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.
- Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrate a capacity to integrate Church teachings into all aspects of curriculum.
- Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.

STATEMENT OF DUTIES

	• Demonstrate duty of care to students in relation to their physical and mental wellbeing. • Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College. • Provide students with a child-safe environment. • Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Provide an exemplary standard of pastoral care to staff, students and parents.
Duties and Responsibilities	• Be aware of MACS schools Flourishing Learners position statement –<i>Vision for Instruction</i>. • Collation of weekly food orders for all classes, including provision for special dietary requirements. • Online food ordering and shopping for food items. • Check food deliveries for accuracy and quality. • Liaise with teaching staff regarding weekly recipes, class numbers and dietary requirements. • Prepare food required for Food Technology classes, including food and equipment for teacher demonstrations. • Setting up of rooms with food required for classes, food and equipment for teacher demonstrations and any equipment required for lessons. • Assist teaching staff with enforcement of appropriate safety measures. • Remove food and assist with the clean-up during/at the end of lessons, including washing and folding of linen. • Washing, drying, and ironing of all college linen as required for College events. • Maintain food stocks to a high level of food safety including labelling/ freezing and appropriate turnover/ disposal of stored food items. • Monitor freezing and defrosting of ingredients for lessons. • Maintain cleanliness of Food Technology rooms – including dusting, cleaning surfaces, cleaning out fridges, cupboards etc. • Maintain acceptable levels of stock, including equipment and dry goods required for the food and textile classes. • Ensure that sufficient stocks of all cleaning materials for the department are maintained. • Responsible for the security of all Technology rooms, cupboards, gas connection and re-locking at the end of each day.

STATEMENT OF DUTIES

- Check and maintain equipment along with reporting and keeping a record of any faulty equipment or breakages.
- Conduct an annual stocktake of all equipment in all rooms and organise replacement items.
- Provide classroom support to assist teachers with learning activities and student engagement, as directed by the classroom teacher.
- Attend educational programs for professional growth and skill development.
- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan.
- Continue development of ICT skills as technologies evolve.
- Be an active member of a relevant professional association as duties permit.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend school meetings and after-hours services/assemblies, sporting events, mass, community, and faith days as required by the Principal.
- Demonstrate professional and collegiate relationships with colleagues.
- Adhere to College's policies and procedures.
- Other duties as requested by the Principal.

SELECTION CRITERIA

Commitment to Catholic Education

- Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church.
- Demonstrated capacity to integrate Church teachings into all aspects of the curriculum.
- Ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA). Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing	• Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.
SELECTION CRITERIA	
	• Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	• Demonstrated ability to work as part of a team. • Demonstrated ability to contribute to the efficient operation of the team. • Demonstrated ability to remain confidential where required. • Demonstrated ability to prioritise tasks, multi-task and work efficiently. • Excellent interpersonal and communication skills. • Excellent oral and written communication skills, including ability to communicate with students, parents/carers, and the school community. • Demonstrated ability to maintain currency of professional knowledge and skills. • Proven capacity to work independently. • Demonstrated high level organisational skills and attention to detail, ability to prioritise tasks, multi-task and work efficiently. • Demonstrated understanding of professionalism, courtesy, and cooperation. • Demonstrated ability to accurately maintain records and documentation associated with your work. • Proven time-management skills. • Demonstrated ability and willingness to accept policy directives. • Demonstrated maturity and capability. Preferred: • Previous Food Technology Assistant experience in a school environment. • Proficiency in the use of Microsoft Office Suite, including Word and Excel.