The Food Technology Assistant works in conjunction with, and when appropriate, under the direction of Food Technology teachers. S/he is directly responsible to the Technology Learning Area Leader. The role includes:

**Support for Food Technology Classes:**
- Prepare and set up for practical and demonstration classes according to the requirements of the teacher.
- Assist teachers and students during practical classes and in cleaning up at the end of class.

**Maintaining the Food Technology room and all equipment:**
- Complete daily, weekly, term and yearly tasks as outlined.
- Maintain ovens and other large appliances.
- Regularly check equipment and organise for repairs, replacement and labelling.
- Ensure that all storage areas (food and equipment) are tidy and clean.
- Clean all food preparation and storage areas as outlined in the schedule.

**Managing stock:**
- Coordinate the storing and rotation of food stocks.
- Prepare food orders, track stock, check deliveries and where necessary shop for food.
- Liaise with the College Bursar regarding accounts.
- Responsible for annual Food Technology stocktake.

**Laundry:**
- Wash all tea towels, hand towels and wash cloths for Food Technology.
- Change and wash staffroom tea towels.
- Wash all sports uniforms

**Other:**
- Monitor stoves and fridges in staffroom and hall kitchen to ensure they’re working and clean.
- Defrost and clean the fridges in these areas once a term.
- Clean the stoves in these areas once a term.
- Monitor storage areas in staff and hall kitchen to ensure they are tidy and clean.
- Manage the staff kitchen cleaning roster.
- Assist with planning, preparing and setting up of food for school functions.
- Food handling support for student fundraisers.
- Yard duty
- Other duties, as advised by the Principal.

**Boundaries of the Role**

- The teaching and management of the Food Technology class is the sole responsibility of the class teacher.
- All actions in relation to support / management / discipline of students undertaken by the Food Technology Assistant in the classroom must be under the direction of the class teacher.
- Teachers cannot leave their class in the care of the Food Technology Assistant.

**Personal / Professional Abilities**

The successful applicant will need:

- an appropriate food handling certificate or the willingness to undertake training;
- First Aid and Anaphylaxis training or a willingness to undertake this training;
- an up to date ‘Working with Children’ check;
- a commitment to the safety of all children and young people;
- a current driver’s license;
- strong organizational skills;
- an interest in food, catering and working in a school environment, with young people from a multicultural background, and
- an awareness of the safe work practices required in a Food Technology classroom.

**Hours**

- 0.66 FTE = 25 hours / week / across 5 days.
- There is some flexibility as to starting and finishing times.

**Remuneration**

- Level 2.1 -> Level 2.5 Education Support Officer (Category B)
- $32,593.85 – $37,193.54 (0.66 FTE)
- Category B includes all school holidays, apart from 6 Recall Days.

**Tenure:**

- Ongoing
OVERVIEW OF DUTIES

Daily:

- Prepare ingredients and equipment for practical classes and demonstrations. (This includes portioning ingredients as required)
- Ensure that dishcloths, tea towels and hand towels are changed at the end of each lesson.
- Assist students and the teacher in cleaning up workspaces.
- Sanitise bench tops, sinks and stovetops with an appropriate spray.
- Empty, clean and sanitise bins.
- Wash and bleach dishcloths and tea towels.

Weekly:

- Sweep out stoves to make sure they are clean and free of crumbs.
- Order and store ingredients.
- Maintain cleaning equipment, sponges, scourers, detergent bottles.
- Tidy storage areas, both food and equipment.
- Clean fridge and remove unwanted food items.
- Check, sort and clean student drawers and cupboards.
- General cleaning of all surfaces, splashbacks, window ledges etc.

End of Term:

- Dismantle and thoroughly clean stoves.
- Thoroughly clean food storage areas, freezer, fridges, pantry, storage room etc.
- Defrost and clean fridges and freezer.
- Check all use by dates.
- Clean chairs, tables.
- Organise replacement of broken or lost equipment.

End of Year:

- Servicing of large appliances (ie stoves)
- Complete Food Technology Stocktake.