



FOOD TECHNOLOGY ASSISTANT

Duties and Responsibilities Statement

POSITION TITLE	Food Technology Assistant
FTE	37.5 hours/week during student weeks plus one additional day
DIVISION	Food Technology
REPORTS TO	Associate Principal Senior School via Head of Department - Food Technology

PREAMBLE

The Principal is the Chief Executive Officer of our School and is responsible to the School Council for the effective and efficient operation of our School. He is responsible for all staff appointments. The Principal delegates to other persons, aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

The Mission Statement of our School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

CHILD SAFETY STATEMENT AND REQUIREMENTS

John Septimus Roe Anglican Community School (JSRACS) is committed to the safety and wellbeing of all children and young people. JSRACS has zero tolerance for child abuse.

Every person employed at JSRACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff will be required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure; and be a current and ongoing holder of a Working with Children Check.

All non-teaching staff will be required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a Working with Children Check.

THE ROLE

The Food Technology Assistant's role involves various duties including preparation and cleaning up after lessons; purchase, maintenance and management of stores; maintenance of equipment; preparation of ingredients, as well as assisting the teacher and students during practical classes.

SPECIFIC RESPONSIBILITIES

- Carry out daily maintenance duties as specified by the Head of Department – Food Technologies or the classroom teacher
- Maintain equipment, materials, facilities and services in the Food Room in good condition
- Manage the storage of materials, food and equipment efficiently and in good order
- Prepare specialist materials and equipment for use in lessons
- Assist teachers and students during lessons as specified by classroom teacher
- Provide technical support to staff and students for organising and supplying food and equipment
- Provide skilled assistance to academic staff in preparation of teaching aids
- Solve technical issues that arise ie kitchen equipment, by liaising with Maintenance, IT and other relevant departments
- To scan and photocopy images as required by the teaching staff
- Assist teachers to develop social media and visual diaries ie us of digital camera and liaise with public relations
- Ensure the procedures manual for the role is kept up to date
- Responsible for the laundering of aprons, tea towels and linen in the Food Technology area after each class *and occasional assistance with laundry for other areas of the school*
- Check incoming deliveries, unpack and distribute as necessary
- Maintain chemical registers by updating SDS forms and risk assessment forms (training will be provided)
- To undertake any other reasonable duties as required.

EXPERIENCE/SKILLS

- Demonstrated knowledge of and experience in Food Preparation Health Standards, and to have completed a Food Handling Certificate, First Aid Certificate
- Ability to work independently and collaboratively as part of a team
- Demonstrated experience in working effectively with Food Technology staff and students in a harmonious and productive manner
- Ability to work with tight timelines
- Familiarity with online ordering, computer programs and relevant computer skills
- Ability to organise all files and procedures which ensure the efficient running of all goods and services
- Ability to problem solve technical issues that arise
- Sound communication skills including the ability to communicate effectively with a wide range of individuals including teachers, students, parents and service providers
- Ability to be flexible and able to respond to new tasks and priorities at short notice
- Ability to keep up to date with contemporary food practices and trends and help create an inspiring food environment

GENERAL REQUIREMENTS

The School strives for excellent standards in all areas and each staff member is required to:

- Understand and support the Mission, Vision and Ethos of the Anglican Schools Commission (Inc) and John Septimus Roe Anglican Community School
- Maintain professional confidentiality concerning student and/or staff information
- Work cooperatively with all staff members and fully support the Principal, Executive Team and activities of the school
- Serve as a good ambassador of the School. This includes being well groomed and wearing appropriate attire as an independent school staff member, in accordance with school policy
- Be aware of and comply with the School's Code of Conduct and other policies and procedures relevant to the role
- Apply Work Health and Safety requirements in the workplace
- Ensure all staff, students, parents and external stakeholders are provided with a quality service in a professional, efficient, and friendly manner

- Strive to implement productivity, quality, and service improvements on a continual basis
- Attend and contribute to meetings of whole staff and smaller groups when required
- Be proactive in sourcing and engaging in on-going personal professional development in line with the School's professional development policy and budgets
- Be actively involved in the School's Staff Appraisal Program
- Openly, honestly and appropriately discuss work issues within the School context, while ensuring strict professional confidentiality when mixing with the general community

ACKNOWLEDGEMENT	
The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
Principal's Signature	Date
FOOD TECHNOLOGY ASSISTANT	
I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.	
Name	
Signature	Date