



# Caroline Chisholm Catholic College Position Description Food Technician

**CLASSIFICATION:** Education Support Officer

**REPORTS TO:** Principal via Head of Learning

The Food Technician prepares for, and cleans up, after lessons, handles and assists with food processes to ensure the efficient running of the day-to-day programme or varied extra-curricular activities and timetabled lessons.

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## Duties

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### Main Duties/Responsibilities

- Maintaining and organising storage areas as designated by the Food Technology Staff and ensure that equipment is properly maintained and stored in the appropriate place.
- Refill and replace materials/food items as required for use by class groups.
- Shopping and ordering food and groceries as required.
- Ensuring that the Food Technology rooms are neat and tidy
- Regular cleaning of cooking utensils and equipment as required.
- Providing students and staff with food advice.
- Organisation of repairs and maintenance of equipment.

### Special Events and Activity Management

- Order, prepare and organise materials for special events and promotional activities which will depend on area of responsibility. Special events and activities might include College or external functioning professional learning workshops, College functions and displays within a discipline area or elsewhere.
- Attend and supervise Excursions as required

### OH & S

- Assist student teachers with developing their skills in providing food tech classes meeting all OH&S and curriculum requirements
- Ensure all Risk Assessment Requirements are met
- Control all waste management of all practicals

### General

- Keep abreast of College software / data packages

### Team Culture

- Positively contributes to building effective team culture

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- Positive assistance to team members and other teams to successfully achieve tasks within time frames
  - Organisational decisions implemented and reinforced in a positive way
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### **Key Performance Indicators**

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- 100% safety requirements of stock and equipment
  - Accurate and relevant documentation of appropriate risk assessments
  - Risk assessments and SDS accurate and accessible
  - Curriculum materials should be stocked and readily available at Head of Learning requests
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These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.

### **Other duties as directed by the Principal**

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### **Selection Criteria**

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- A commitment to Catholic Education
  - Food preparation related skills
  - Experience working with Secondary students (desirable)
  - Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
  - Ability to work under limited direct supervision and to exercise discretion within established work practices
  - Highly developed oral and written communication and interpersonal skills
  - Experience in working within a team environment
  - Holds valid Working with Children Check
  - National Police Check
  - Holds a current Drivers Licence
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### **Terms & Conditions**

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Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.

This position will undergo a performance review during the tenure period.

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### **Caroline Chisholm Catholic College is Child Safe School**

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