

Position Description

<i>Position:</i>	Food Technology Assistant
<i>Reporting to:</i>	Head of Junior Secondary School
<i>Type of Position:</i>	12-month contract, with the potential of becoming ongoing
<i>Position Hours:</i>	Part-time 30.4 hours per fortnight (0.4 FTE) during school terms This role requires some flexibility as hours may alter according to timetabling of classes
<i>Review Date:</i>	January 2025

Summary:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As the Food Technology Assistant frequently interacts with students and staff during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside’s Christian worldview perspective.

Position Overview:

The Food Technology Assistant is responsible for assisting the Food Technology Teacher/s with the preparation and organisation of ingredients and facilities for Food Technology classes in the Secondary School. The Food Technology Assistant supports Food Technology classes by ensuring that appropriate OHS standards are applied and that hygiene levels are maintained. The Food Technology Assistant conducts basic cleaning of the Food Technology classroom and facilities during and after classes, as well as a more thorough scheduled tidy of the facilities at the end of each school term.

Position Responsibilities:

- Ordering food, and other supplies as required, for use in Food Technology classes
- Setting up the Food Technology classroom by measuring out and allocating ingredients at cooking stations before Food Technology classes
- Ensuring that benches are properly equipped before classes
- Assisting the Food Technology Teacher/s in maintaining appropriate levels of safety in class, ensuring students are safely using all equipment, especially items that are hot or sharp
- Providing assistance during Food Technology classes, including practical demonstration of food preparation and cooking technique, as requested by the Food Technology Teacher/s
- Assisting students to clean up cooking stations (when necessary) and pack up food and equipment during and after practical classes
- Ensuring that all cooking stations and surfaces are clean and hygienic at the conclusion of each lesson
- Going through equipment checklists with students at the end of classes to ensure equipment used is clean, dried and stored correctly
- Laundering tea towels and other relevant linen, as required each week
- Advising the Food Technology Teacher/s when lost or faulty equipment and/or supplies need to be replaced or repaired
- Maintaining the preparation and pantry areas and refrigerators in a tidy and organised manner and rotate stock
- Storing food and cleaning supplies in a safe and appropriate manner, ensuring that use by/best before dates are noted and managed for all supplies
- Regularly cleaning ovens and microwaves to ensure high standards of cleanliness
- Cleaning out the refrigerators and freezers at the end of each school term
- Modelling for students appropriate personal safety and hygiene practices.
- Recognise and cater for high-risk students (with particular reference to intolerances allergies and anaphylactic.
- Liaise with Property Manager to maintain supply levels of cleaning products, paper towel, sanitiser etc.
- Pick up external food order and locate order into appropriate storage at Bayside.
- May need to attend staff days and other events as required by the College Principal.

Person Specification:

- A sound understanding of and commitment to the Christian mission and philosophy of the College

- Be an active member of the Christian church
- Ability to work under time pressure and to tight deadlines in a fast paced environment
- Ability to work autonomously and as part of a team
- Strong planning and organisational skills
- Displays careful attention to detail, presentation and cleanliness, as well as a strong focus on safety
- Demonstrated capacity to prioritise, meet deadlines and manage time effectively
- Strong written and verbal communication skills, including the ability to build rapport with staff and students
- Must hold a WWCC (employee) and Food Handlers Certificate
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.

It is a requirement of this position that the College's Child Protection Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Protection Policy and Child Safety Code of Conduct.

This Position Description may change at the discretion of the Principal; it is subject to annual review.