



Food Technology & Hospitality Assistant

Location	St Mary MacKillop College
Accountability	Principal
Reporting to	The Business Manager & The HOLA - Technology & Enterprise
Category	Teacher's Aide and Teaching Assistants
Tenure	Ongoing - 5 days, 40 weeks (1.0FTE)

PURPOSE OF THE POSITION

The Food Technology & Hospitality Assistant, under direction of the HOLA - Technology & Enterprise and the Business Manager, provides general support to the Food Technology & Hospitality team. They are responsible for assisting the Food Technology and Hospitality teachers to ensure that all Food and Hospitality classes are conducted in a safe and effective manner and to assist with the smooth running of this busy department as well as assisting with Special Events.

CORE RESPONSIBILITIES

- In conjunction with Food Technology staff, order ingredients and supplies for practical classes.
- Set-up ingredients, supplies and equipment for all practical classes.
- Set-up demonstrations .
- Complete laundering of Food Technology and Hospitality supplies and maintain laundry.
- Provide assistance in practical food classes when required by Food Technology/Hospitality staff.
- Purchase resources and consumables as required by Food Technology/Hospitality staff.
- Maintain a standard of cleanliness in the kitchens (Food Technology and Hospitality) daily and end of Term.
- Maintain an up to date spreadsheet of ingredients, supplies and equipment purchased.
- Maintain the equipment in all Food Technology learning areas and report any unsafe or equipment defects to Food Technology staff.
- Maintain and organise pantry and cupboards in accordance to occupational health and hygiene standards.
- Maintain and organise fridge and freezers in accordance to occupational health and hygiene standards.
- Check and monitor stock to meet occupational health and hygiene standards.
- Maintain an up to date list of supplier contact details.
- Maintain an up to date list of recipes.

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Food Technology & Hospitality Assistant continued

CORE RESPONSIBILITIES continued

- Stocktake kitchens with students at the end of each Term.
- Attend department and College staff meetings
- Attend PD days and Retreats as requested by the Business Manager and or HOLA.
- Complete other tasks as directed by Food Technology and Hospitality teachers and/or the Business Manager or HOLA.

Food Technology and Hospitality Events

- Assist in the smooth running of events
- Hands on preparation alongside staff and students
- Be available on the day/evening of events as required by Food Technology and Hospitality
- Order supplies as required
- Assist with the set up and pack down of Food Technology and Hospitality events.

ADDITIONAL ROLE COMPONENTS:

All staff are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the workplace.
- Take an active part in the co-curricular aspects of College life.
- Attend staff meetings, and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

Work, Health and Safety

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure an understanding and compliance of the College OHS policy.

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St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

Food Technology & Hospitality Assistant continued

Work, Health and Safety continued

- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

Code of Conduct

You are responsible for ensuring you act within the framework of the College's Code of Conduct.