

ROLE DESCRIPTION

POSITION: FOOD TECHNOLOGY ASSISTANT	
SUPPORT STRUCTURE: Design & Technology – Secondary School	EMPLOYMENT ARRANGEMENTS: Casual – up to 13 hours per fortnight in term time
IMMEDIATE SUPERVISOR(S): Food Technology Teacher	
PRECIS OF DUTIES: The role is designed to support staff and students in the Food Technology program.	
KEY RESPONSIBILITIES	
<p>Food ordering and storage</p> <ul style="list-style-type: none"> • Collate orders for individual practical classes and produce orders for supermarket • Receive ingredients as required and check ingredients for quality • Correct storage of ingredients to maintain shelf-life and food safety • Purchasing additional ingredients for practicals <p>Practical classes</p> <ul style="list-style-type: none"> • Set up ingredients and equipment for teacher demonstration if required • Set up and preparation of ingredients and equipment for students including division of ingredients where required • Clean up and storage of ingredients and equipment following practical classes • Hand towel, hand soap and dishwashing dispensers filled as required • Assist selected students as required during practical classes • Assist students with cleaning of individual workstations including checking of cleanliness of equipment and work area as well as identification of missing equipment <p>Equipment procurement & cleaning</p> <ul style="list-style-type: none"> • Food technology equipment such as fridges, bulk storage containers, hand washing basins, tables, chairs, ovens, rubbish bins, benches, cupboards, drawers, shelves and microwave ovens are to be cleaned and wiped regularly throughout each week following practical classes • Ovens and other preparation and cooking equipment thoroughly cleaned at the end of each term • Produce and collate equipment orders in collaboration with technology staff 	
EXPECTED OUTCOMES	
<ul style="list-style-type: none"> • Demonstrated support of and respect for the School's vision, values, goals, policies and procedures • Contribution to the effective and efficient running of Food Technology classes • Effective support of Food Technology staff in the management of the Food Technology room. • Effective positive and cohesive working relationship with staff and students • Efficient management of grocery orders and shopping • Completion of all cleaning duties, maintaining the Food Technology room in a clean and ordered state. 	

KNOWLEDGE, EXPERIENCE AND SKILLS

- Strong organisational and time management skills
- Excellent interpersonal skills and ability to relate to all sections of the Geraldton Grammar School community
- Experience in a similar role
- Good food knowledge and an interest in food technology
- Is flexible and has an ability to adapt and operate effectively in an engaging and evolving environment
- Current Working with Children Check
- Current Driver's Licence

ADDITIONAL INFORMATION

- This is a part time casual position and requires the Food Technology Assistant to work flexible hours according to the needs of the Food Technology timetable. Some duties may need to be performed outside of school hours or when students are in attendance. Use of own car may be required to complete occasional supermarket shopping.

APPROVED BY:

Principal

DATE OF APPROVAL

27/5/2021

Workplace Health and Safety

- Comply with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011.

Geraldton Grammar School is an equal opportunity employer.

REVIEWED BY:	DATE: