

Food Technology Assistant – Casual position

Huntingtower School has a long tradition of educational excellence and consistently performs academically amongst the top schools in Victoria.

We are seeking an experienced, organised, and enthusiastic **Food Technology Assistant** to join the Food Technology team. The Food Technology Assistant is responsible for assisting the food technology department with the preparation for classes and ordering supplies. It includes assisting teachers with class preparation, assisting in class, maintaining cleaning, laundry, ordering and receiving of supplies, and cleaning and maintenance of equipment.

This role will be casual, 2 days a week, (Thursdays/Fridays some flexibility available). Previous experience in a school will be highly regarded but not essential.

Ideally, the candidate will have experience in food preparation and/or catering, implementing food safety guidelines, and be able to follow policies and procedures regarding the standard of cleanliness required.

The role can be physical and requires a person who is looking for a challenge and who is able to foster positive relationships with students and staff. They will also need to be a positive, adaptable, supportive, and organised presence in the Food Technology and School Community and have the ability to work both in a team and individually.

A qualification in food preparation and stock control would be highly regarded.

If you are a dedicated, warm, supportive and professional person who would like to become involved in a caring Christian environment, please submit your application via employment@huntingtower.vic.edu.au by **Friday 26 May 2023**.

Applications will be reviewed and screened upon submission.

While you are employed by Huntingtower, you must maintain any accreditation, registration or training which is required for you to perform the inherent requirements of this position, or which the School otherwise directs you to maintain (including, without limitation, CPR certificate, swimming teaching certificates, a current and valid employee Working with Children Check, alternatively a valid and current Victorian Institute of Teaching registration).

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. This includes children from other cultures, Aboriginal/Torres Strait descent, and those with a disability. Huntingtower is committed to upholding Victoria's Child Safe standards through our policies and procedures. Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application.

Position Description

Food Technology Assistant

Nature of Role

The Food Technology Assistant is responsible to the Director of Business Operations via the Head of Food Technology for the duties outlined below in accordance with School policies and procedures. This is a hands-on position which contributes towards the smooth running of the Food Technology Area.

Main Responsibilities and Duties

The Food Technology Assistant is responsible for:

- Preparing food for classes (weighing, measuring, and plating up ingredients)
- Preparing food, utensils, and equipment for demonstration
- Ensuring that student allergies and special food requirements are catered for
- Ensuring all equipment is cleaned and maintained in a workable condition
- Assisting staff with students' bench, stove and sink checks
- Wiping down trolleys, stove tops, splashbacks, tiles, benches and sinks
- Relining grillers and ovens as required
- Unpacking and appropriately storing ingredients upon delivery
- Undertaking laundry duties
- Maintaining cleaning supplies and clean as required
- Ordering food for the next week and keep bulk orders up to date
- Rotating pantry, fridge and freezer stock to enable use of older items
- Checking use by dates to ensure food safety
- Cleaning fridges and microwaves regularly

Position Requirements

- Experience in a similar role in a School or other environment preferred but not essential
- Possesses a solid knowledge of food safety and handling
- Methodical and organised approach to completing and following through on tasks
- High level planning and organisational skills
- Solid interpersonal skills
- Flexibility in approach to tasks allocated
- A firm belief in, and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values.
- This is a casual position of roughly 8 hours a week with no requirement to work in the school holiday periods.
- A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment

Flexibility

This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience

Key Relationships

Reporting to:

- Principal
- Head of Food Technology
- Director of Business Operations

Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary

Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of issues relating to Aboriginal/Torres Strait Islander, cultural and linguistic diversity or disability, among students with whom you will have direct contact, in addressing child protection teaching and disclosures
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*