



MacKillop College

Food Technology Assistant

Position Description

Classification (CEMEA 2022)	Education Support Level 2 (Category C)
Position reports to	Learning Area Leader: Technology

About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

Overview of the Role

The Food Technology Assistant plays a vital behind-the-scenes role in supporting the delivery of a safe and high-quality Food Technology program. This position ensures that all practical elements for maintaining a high standard of food safety and hygiene are met within the department.

Working closely with Food Technology Teachers, this role is responsible for coordinating the day-to-day logistics of the kitchen, including preparing ingredients, maintaining inventory, managing equipment and the safety of the student workstations. The duties of this position will help the teacher to facilitate student engagement and enabling students to participate in meaningful, hands-on learning experiences.

As a Catholic school, MacKillop College requires all staff to share in an active commitment to Catholic Education and a commitment to Child Safety through the actions below.

Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ willingness to integrate the Church's teachings into all aspects of curriculum

Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



Accountabilities

Preparation

- set up and pack down workstations as required
 - prepare, portion, and label ingredients and equipment required for student practical classes
 - responding to Teacher needs as they arise including changes to practical lesson plans
 - ensure that all required equipment is available for each class
 - liaise regularly with teaching staff to ensure all practical requirements are met in advance of each class
 - conduct routine checks of equipment and workspaces for hazards or maintenance issues
 - encourage sustainable practices including recycling, and minimising food waste as appropriate
 - assist teachers with practical demonstrations where appropriate
 - adhere to all policies and procedures relating to food handling
-

Stock and Inventory

- order, monitor and restock equipment and supplies as required
 - monitor pantry, refrigerator, and freezer supplies; ensure ingredients are rotated according to food safety guidelines
 - coordinate the ordering of food items and supplies based on weekly lesson plans and stock levels
 - receive, unpack, and organise grocery deliveries; verify accuracy of orders
 - maintain an inventory of equipment and utensils, ensuring items are functional and safe
 - ensure pantry is well organised, and all items are correctly labelled and dated
 - undertake stock take of supplies and equipment as required
 - ensure that items are stored correctly
-

Cleaning and Hygiene

- ensure correct storage and labelling of cleaning products and chemicals in compliance with safety procedures
 - maintain accurate documentation and records as required (e.g. food temperature logs, cleaning schedules etc.)
 - conduct regular checks of kitchen equipment to ensure it is safe and in good working order
 - ensure all kitchen areas, appliances, utensils, and tools are cleaned and sanitised in accordance with food handling regulations
 - oversee the general cleanliness and organisation of storerooms, refrigerators, and food preparation spaces
 - dispose of food waste and packaging appropriately and support environmentally responsible practices (e.g. composting, recycling).
-

Safety (in Food Technology areas)

- report and assist in the coordination of maintenance or repairs as needed
 - conduct risk assessments with Teachers as required
 - encourage students to wear appropriate PPE (gloves, aprons) and follow safety instructions
 - monitor and support safe practices within the kitchen environment, reporting hazards or concerns immediately
-

Communication

- respond to incoming queries, phone calls, emails and correspondence as required
 - provide meaningful and regular team updates regarding any planning and logistical requirements and changes
 - liaise with students, staff and families in a professional and timely manner
 - liaise with external providers, suppliers and contractors as required
-

Professional Development

- maintain current accreditation to provide First Aid, CPR and complete asthma and anaphylaxis training
 - maintain skills needed to support the practical and equipment elements of the role
 - complete annual Child Protection and Mandatory Reporting training
 - maintain required ICT skills relevant to the role
 - contribute and participate in the annual review meeting process as required
-

General Expectations

- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
- act as a role model for students
- abide by the Melbourne Archdiocese Catholic Schools (MACS) Code of Conduct
- actively contribute to the achievement of the School Improvement Plan
- stay informed by reading the Principal Memo, all College emails and other correspondence on at least a weekly basis, responding appropriately
- abide by all College policies and procedures
- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in duty supervision as rostered, and other supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment and resources

Work Health and Safety

- take reasonable care of your own health and safety
- take reasonable care for the health and safety of others who may be affected by your acts or omissions
- cooperate with any actions MacKillop College implements to comply with WHS requirements
- comply with all Safe Working Procedures
- use appropriate Personal Protective Equipment (PPE) as required
- periodically update MacKillop College about any medical condition that:
 - is life threatening or may require Emergency Services to be called
 - could impact on your ability to perform your duties
- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
- work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment, and comply with all safe work policies and procedures

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Required Capabilities

Administration	<ul style="list-style-type: none">• word processing skills using Microsoft suite• ability to learn and use software applications relevant to the role
Emotional intelligence	<ul style="list-style-type: none">• ability to demonstrate empathy and can connect to students and staff appropriately
Communication	<ul style="list-style-type: none">• good written and oral communication skills, including ability to communicate with students, families and the school community
Organisation	<ul style="list-style-type: none">• ability to manage tasks with minimal supervision• capacity to work to timelines• demonstrated organisational skills including strong attention to detail• proven time-management skills• exhibited self-motivation

	<ul style="list-style-type: none"> • problem solving skills • demonstrate flexibility and adaptability to tasks
Food Safety	<ul style="list-style-type: none"> • qualifications in Food Safety (or willingness to obtain) • ability to understand and implement foods safety plans
Approachable	<ul style="list-style-type: none"> • demonstrate a welcoming and calm disposition • demonstrate flexibility and adaptability to tasks • well manner and courteous
Teamwork	<ul style="list-style-type: none"> • ability to work as part of a team • ability to collaborate with other staff • ability to develop and maintain excellent working relationships with key stakeholders
Catholic Identity	<ul style="list-style-type: none"> • a demonstrated commitment to working in a Catholic Education environment • demonstrated pastoral approach towards student and staff relationships

Qualifications, Education and Experience

Essential

- relevant qualifications or significant experience in a role with the required aligned skills and abilities
- demonstrated teamwork skills
- ability to offer timely and professional support
- excellent interpersonal skills
- ability to prioritise and complete tasks according to timelines
- adaptability and flexibility
- a commitment to teaching in a Catholic school environment

Desirable

- experience in a comparable role in either a secondary college/school

Declaration

I accept the above duties for the position at MacKillop College.

Name: _____

Signature: _____

Date: _____