



NEWHAVEN COLLEGE

Position Description

Food Technology Assistant

T (03) 5956 7505 | **Principal** Tony Corr MEdMgmt BEd
1770 Phillip Island Road, Phillip Island, Victoria 3923

A.C.N. 005 751 637 A.B.N. 15 005 751 637

E info@newhavencol.vic.edu.au
 newhavencol.vic.edu.au



DISCOVER NEWHAVEN COLLEGE

Newhaven College is an Independent, ecumenical, and co-educational school. Newhaven College has approximately 940 students from Prep to Year 12. Offering a diverse academic curriculum with a caring pastoral approach. Newhaven College maintains an extremely strong sense of community, with the emphasis on pastoral care a hallmark of the college.

If you're looking to make a difference in the lives of young people, the below information outlined in the position description shall assist.

We strive to provide personalised learning experiences which stem from authentic relationships and a deep connection to our unique environment. In doing so we aim to instil high expectations, promote innovation and encourage critical thinking.

All the core of our Strategic Direction is 'Hearts & Minds' which recognises all our values interconnecting to provide a means of strengthening our capacity to fulfill our aspirations.

Join us on this journey and add value to Newhaven College's future.

OUR SCHOOL VALUES"

Respect Honesty Empathy Responsibility Excellence

Job Title	Food Technology Assistant
Reports to	Learning Centre Leaders and Classroom Teachers
Date	Immediate Start
Employment Status	Permanent - Full Time
Classification Level	Classification will be determined in accordance with Newhaven College Enterprise Agreement 2023-2026 in context of qualification and experience the successful candidate has. Newhaven College currently is in undertaking negotiations of 2023 -2026 Newhaven College Enterprise Agreement.



POSITION PURPOSE

The Food Technology Assistant provides support and assistance in the preparation and work required within the classroom and works closely with classroom teachers. The classroom Teacher is in charge of the lesson and delivery.

The Food Technology Assistant ensures ordering and delivery of ingredients for all year levels food studies is administered in accordance to teaching lessons and programs.

Responsibilities and Accountabilities

With guidance, oversight and direction of the Subject Specialist Food Studies 7-12, the Food Technology Assistant will provide administrative and organisational support to Teaching staff consists of the following:

- Assist in the administration of budgets to ensure updates are made correctly for food studies.
- On behalf of teachers collate ingredients orders to purchase and in preparation for approval of Subject Specialists.
- Administer receipt of produce and goods relating to food studies including control/administer storage arrangements.
- Ensure supply of ingredients are maintained at 'par level'. On occasions additional shopping may need to be undertaken with exploring substitute ingredients in the first instance before additional shopping is to be completed.
- Communicate to teachers to assist with organising recipes to maximise existing use of stock and minimise wastage.
- Lead with classroom displays particularly in relation to health and safety documents and promotional materials relating to food to create a safe, inspiring learning environment for the children.

Assisting Students and Classroom Teachers requirements comprise of:

- Assist classroom teachers by providing support for students in their practical work.
- Assist classroom teachers when they are explaining and demonstrating processes and cooking to students if required.
- Assist teaching staff in the organisation of excursions and the supervision of students if required.
- Assist replacement teachers in the supervision of Food Studies classes.
- Assist the classroom teacher in the instruction of students in the application of hygiene principles.
- Provide minor first aid to students then direct to Medical Centre on school site, for adequate and appropriate care to be administered.
- Barista experience and training to impart knowledge and skill to students and applicable teachers.

Core responsibilities:

- To work with fellow colleagues in a respectful, inclusive collaborative manner.
- Current Newhaven College policies are to be observed, including scheduled attendance to training requirements to support the incumbent to undertake their role, duty of care and OHS requirements and responsibilities.



- Participate in annual review process to promote growth, professional development initiatives along with engaged discussions to aid planning.
- Genuine interest in contributing to Newhaven College Community via our Strategic Direction of 'Hearts & Minds' and our [School Values](#).

General tasks and duties undertaken:

- Preparation and set up for practical student classes and ensure food preparation stations are cleaned, including oven/stove tops. Ensure safety procedures after practical sessions are followed. Ready for the next use of the space.
- Ensure and regularly check utensils and appliances are tagged, cleaned and are in good working order and well maintained.
- Ensure the utensils and equipment are correctly stored in cupboard draws to adequate inventory levels to ensure a productive class.
- Assist and ensure floor is adequately cleaned, safe and presentable after practical classes.
- Undertake laundry of food services items such as tea towels, aprons, and kitchen cloths. Maintain and ensure supplies is adequate of cleaning products and paper towel within kitchen workspaces/stations.
- Ensure food standards and practices are held in high regard relating to storage, maintaining, preparation and handling of food within food studies learning space.
- Ensure that high standards of hygiene are met in the cleaning and maintenance of the kitchen and associated equipment and facilities.
- Standard practice is to clean and maintained the industrial coffee machine (main staff room) at the conclusion of each day
- Place "my maintenance requests – via policy connect" to assist in maintenance requirements to be attended to. Brief the Subject Specialists of priority concerns relating to equipment or significant maintenance issue that may require attention of the Property Manager.
- Where reasonable and practical the provision of catering may be requested by Executive Assistant to the Principal on occasions, for briefings, special meetings and support catering of special event. Specific requirements will be in consultation in advance.
- Have the ability and preparedness to work outside normal hours when required.

General outline of routine scheduled cleaning to be undertaken and delivered:

Weekly:

- Ensure refrigerators and associated equipment have ingredients date stamped, clear perished produce and ensure thermostat levels are monitored and registered.
- Maintain stove and oven cleanliness.

During scheduled Term:

- Washing all cupboards and drawers within the Food Studies practical space.
- Thorough and more intense clean of ovens and stove tops.
- Check and monitor utensil and small equipment is in good working, hygienic order. Where applicable replace/reissue.



- Thoroughly clean all aprons and discard if required and reissued to maintain level required of aprons.
- Launder/wash SEISA sports tops in accordance with SEISA fixture and carnivals. Provision of information can be sourced from Head of Sport/Operations Director.
- Launder other school items as deemed required.

SELECTION CRITERIA AS OUTLINED BELOW:

- Certification and/or experience in food preparation and hospitality industry
- Current food handling certificate 1 & 2
- Prior experience working in a school setting.
- Excellent communication skills and ability to work with staff, students, and suppliers.
- Understanding of OH & S requirements.

SPECIAL CONDITIONS AND REQUIREMENTS:

- Maintaining a valid working with Children Check and Current National Police Criminal History Check
- Comply with the College's Code of Conduct and Child Safe Policy
- Understand and adhere to Ministerial Order 870 – Child Safe Obligations.
- Current work rights for Australia
- Current and clear driver's license

STATEMENT OF COMMITMENT TO CHILD SAFETY

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

At Newhaven College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position.