

FOOD TECHNOLOGY TECHNICIAN

Senior School

JOB DESCRIPTION

Reports to: Food Technology Teacher/Room Coordinator

POSITION SUMMARY

The role of the Food Technology Technician is to support and assist academic staff in the delivery of WACE and general courses in Senior School Food classrooms at Scotch College. The Food Technology Technician provides assistance as outlined below.

ESSENTIAL CRITERIA

i) **Core Competencies (Knowledge, Skill & Experience)**

Technical

- Experience in a similar role is desirable
- Excellent communication skills
- Excellent organisation skills, ability to be methodical in their work and the ability to implement and sustain organisational systems
- Ability to develop a suitable working relationship with staff and students
- Ability to be proactive and motivated with the ability to manage time and workload independently
- Ability to prioritise tasks and activities and be able to respond to new tasks and priorities at short notice
- Experience with a commercial kitchen equipment is desirable

ii) **Additional Requirements & Values**

- Department of Education Police clearance
- Working with Children (WWC) Clearance
- Willingness to uphold the ethos and values of the Uniting Church and uphold the ethos, values, policies and practices of the College
- Show professional integrity and a passion for education

DESIRABLE CRITERIA

i) **Education & Training**

- Certificate III in Education Support

iii) **Technical Competencies**

- Experience with a commercial kitchen equipment
- Typing and computing skills

CORE RESPONSIBILITIES & TASKS

ORDERING & PURCHASING
<ul style="list-style-type: none">• Distribute the food roster two weeks in advance via the Room Coordinator or other food technology teachers• After receiving the completed food roster print off required food order documents weekly• Order supermarket items on-line with minimal visits to suppliers during the week• Order meat, where possible through Goodchilds Meat and requested to be packaged in identified portion sizes• Approach to shopping is that it should be cost effective, in both staff time and food product cost• Process purchase orders in Synergetic
FOOD & LESSON PREPARATION
<ul style="list-style-type: none">• Where possible food should be prepared a week in advance• Portion sizing done upon delivery for each individual class• All items to be labelled with date of opening and rotated regularly with a last in first out approach• Trays for individual classes are to be prepared for each individual recipe• Set prepared trays out in required foods room. If time permits distribute food on collection tables• Assist within classes when requested by teacher• Assist with clean up when class is running over time• Collect trays from classes when time permits• print student copies of recipes if required
CLEANING & EQUIPMENT MAINTENANCE
<ul style="list-style-type: none">• General cleaning maintained daily• Maintain and organise dry store• Check drawers and cupboards on a regular basis. Check Teacher's bench daily, other units at least once a week• Liaise with the Laundry team regarding the pick-up and delivery of linen• Distribute clean linen prior to each practical lesson and at the end of the day for next day's practical lessons• Clean out the fridge on Fridays in preparation for deliveries on Mondays• E-mail facilities of any repairs/maintenance to the cooking rooms or equipment
OTHER DUTIES
<ul style="list-style-type: none">• Assist in learning area events as required eg bakers, baristas and waiters events, guest speaker demonstrations and Open Day• Produce and maintain foods area display boards and presentations• Liaise with Room Coordinator for specific requirements for co-curricular activities including; supply any requested equipment or linen, check draws and cupboards ensuring all equipment has been returned correctly• Ensure allergy alert forms for relevant students are displayed in staff work area and that an EpiPen is available and in date• Ensure students with Anaphylaxis do not have any contact with the food product they react to

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Employee Name: _____ Employee Signature: _____ Date: _____

Updated 19 December 2016