

# FOOD TECHNICIAN

## JOB DESCRIPTION

**Reports to:** Food Technology Teacher

**Department:** Design and Technology

### POSITION SUMMARY

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The role of the Food Technology Technician is to support and assist the academic staff in the delivery of the Middle School curriculum at Scotch College. The Food Technology Technician provides assistance as outlined below.

### ESSENTIAL CRITERIA

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i) **Education & Training**

Teacher assistant qualification not necessary but helpful

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

- A self-starter who has the ability to manage their time independently
- Ability to prioritise tasks and activities and be able to respond to new tasks and priorities at short notice
- Methodical and organised and be able to implement and sustain organisational systems
- Ability to develop a suitable working relationship with staff and students
- Experience with kitchen equipment
- Excellent communication skills
- Must be physically fit eg needed for bending, lifting and cleaning

iii) **Additional Requirements & Values**

- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines

## CORE RESPONSIBILITIES & TASKS

### Food Ordering and Purchasing

- Discuss the food roster two weeks in advance with the Room Coordinator and/or other food technology teachers
- Compile food order documents after checking existing supplies
- Purchase food on-line (minimal visits to suppliers during the week) within budget and cost effectively.
- Check food order is correct on arrival and organise refund of products when necessary by liaising with supplier
- Purchase undelivered products from other suppliers when necessary

### Food & Lesson Preparation

- Prepare food one week in advance (where possible)
- Apportion ingredients for each individual class
- Label food packaging with date of opening and rotated regularly
- Prepare trays for individual recipes and classes
- Set prepared trays out in required foods room and distribute food on collection tables.
- Assist within classes when requested by teacher
- Assist with clean up
- Be available at all practical lessons
- Distribute clean linen and paper hand towel prior to each practical less

### Cleaning and equipment maintenance

- General cleaning maintained daily
- Maintain and organise food storage
- Check drawers and cupboards on a regular basis – fill cleaning products at each work station
- Rotate work-station equipment through dishwasher fortnightly
- Send washing to laundry, fold tea towels, aprons, dishcloths, oven cloths when required
- Clean out the fridge on Fridays in preparation for deliveries on Mondays
- E-mail/advise facilities of any repairs/maintenance to the cooking rooms or equipment
- Order cleaning equipment from selected supplier/s when needed
- Liaise with Head of Middle School to organise industrial clean (every term)
- Send washing to laundry, dry and fold extra linen when necessary

### Student Well-being

- Ensure an Epipen is located in preparation room and 'use-by' date is be checked regularly
- Maintain separate equipment box for students with severe food allergies
- Maintain first aid kit supplies

### Co-curricular and extra classes

- Co-ordinate induction session for staff using the food room
- Check drawers and cupboards ensuring all equipment has been returned correctly
- Liaise with Room Coordinator for specific requirements
- Liaise with necessary school departments

### Additional Responsibilities

- Process Purchase Orders and authorise via the Synergetic system
- Update weekly expenditure document for all year groups
- Liaise with facilities staff and Room Coordinator on any extra garden maintenance and replenishing of herbs and vegetables
- 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
- Record fridge and freezer temperatures daily
- Create and amend any documents required when necessary eg updating recipes
- Create timetable every rotation with updated student allergies and appropriate information
- Support Food design teacher in all required areas
- Able to assist and operate IT equipment in room and liaise with IT Department

**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 September 2018*