

FOOD & HOSPITALITY TECHNICIAN

POSITION DESCRIPTION

Award	Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA)
Group	Education Support Officer
Classification	Category B Level 2
Tenure	4 October 2021
Hours of work	8.00am – 4.00pm (1.0FTE)
Reports to	Technology Learning Leader
Last amendment	August 2021
Version	3.2

Position Summary

The Food & Hospitality Technician is to assist all Food Technology/VET Hospitality Teachers, ensuring the availability of Food Technology rooms and resources for effective and efficient delivery of scheduled programs.

Key Selection Criteria	<p>Essential</p> <ul style="list-style-type: none"> • Ability to work as part of a team • Excellent interpersonal and communication skills • Capacity to work to tight timelines • Sound organisational skills including strong attention to detail • Be capable of light to moderate lifting • Must hold or be willing to acquire: <ul style="list-style-type: none"> ○ Working with Children Check card ○ National Police Record Check ○ Anaphylaxis Certificate ○ First Aid Certificate <p>Desirable</p> <ul style="list-style-type: none"> • Certificate in Food Handling • Experience in Hospitality/Food Service
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for all students • Demonstrate duty of care to students in relation to their physical and mental wellbeing
ESSENTIAL DUTIES AND RESPONSIBILITIES	
Classroom preparation	<ul style="list-style-type: none"> • Setup trolley with correct ingredients and equipment for practical classes • Clear the trolleys at the end of the practical sessions, in readiness for the next sessions • Prepare ingredients and equipment for teacher demonstrations • Lay out ingredients for students



Classroom preparation (cont.d)	<ul style="list-style-type: none">• Assist staff in practical classes by removing all ingredients and washing dishes from demonstrations within approximately 20 to 30 minutes of the demonstration• If time permits, ask teaching staff if they would like assistance during the practical lesson• Wipe over & sanitise all work surfaces & windowsills• Wipe over stove tops when used• Wipe and clean both inside and outside of fridge and freezers• When practical sessions require the use of the oven or grill, they must be checked and wiped and foil replaced if necessary• Ensure that there is an even spread of crockery, glasses and cutlery between the 2 kitchens• Top up ingredient containers• Photocopy required documentation for VET students• Record any equipment borrowed from the kitchen that has approval from the Food Technology teachers.
Ordering	<ul style="list-style-type: none">• Complete food orders via all school suppliers for practical classes across all year levels• Ensure additional supplies are purchased from other approved suppliers in a timely manner• Check off and organise newly arrived supplies for storage• Keep a record of food purchased and reconcile catering records with Finance Office invoices• Maintain organisation of storage area• Ensure equipment room and pantry are always clean and tidy
Other duties	<ul style="list-style-type: none">• Some evening functions may require attendance which will be compensated via Catholic College Time in Lieu policy• Other duties as assigned by the Principal or Technology Learning Leader
Professionalism & Ethos/Mission of the College	<ul style="list-style-type: none">• Is punctual for all duties• Presents self appropriately, following dress code as required.• Keeps privileged information to which he/she is privy by virtue of the employment position confidential.• Responds to own training/development needs.• Seeks feedback on own performance.• Maintains highly effective working relationship with all staff.• Co-operates with colleagues to achieve the implementation of all College Policies and procedures.• Participates in meetings as required.• Complies with policies and directives issued by the College including Occupational Health and Safety and Code of Conduct.