

POSITION DESCRIPTION



Food Studies Technician

CLASSIFICATION	Non Teaching
TIME FRACTION	Part time
BASIS OF EMPLOYMENT	12 Month Contract
ESSENTIAL QUALIFICATIONS	Current and Valid WWCC
HOW TO APPLY	Online applications are preferred. Go to: https://www.aitkencollege.edu.au/careers
CONTACT	Aitken College HR 03 9333 9100 employment@aitkencollege.edu.au

ACKNOWLEDGEMENT OF COUNTRY

Aitken College is located on the traditional lands of the Wurundjeri Woi-wurrung. The Woi-wurrung peoples are the traditional owners of this land and we pay respects to elders past and present.

We are grateful for the strong history of Indigenous culture that is present around us and respect the ongoing living culture of all First Nations people.

ABOUT AITKEN COLLEGE

Aitken College is a co-educational, independent school in association with the Uniting Church, offering Prep to Year 12 education, growing to more than 1400 students and located on 18 hectares in Greenvale, part of the urban growth corridor in the North West.

Aitken College offers a varied academic program which allows students to seek opportunities at all levels including VCE, VCE VM and VET. As part of Values and Faith exploration, all students attend weekly Chapel services, and from Prep to Year 10 participate in compulsory Religion and Values Education classes.

Vision Statement

The vision for Aitken College is to develop and support a learning community of students, staff and families in association with the Uniting Church in Australia.

Mission

The mission of Aitken College is to enable students to become informed and compassionate members of the wider global community.

Aims

Aitken College will aim to:

- Make the Christian faith relevant through an understanding of its major teachings by encouraging a personal faith journey.
- Inspire and challenge students to realise their academic, social and emotional potential to equip them for the 21st century.
- Promote and develop creativity, critical thinking, collaboration, perseverance and self-improvement.
- Encourage individuals and the community to be respectful, take responsibility and to act accordingly.
- Empower students to act with service, sustainably and in reconciliation.
- Cultivate an adaptive, innovative and continuously improving school.

College Values

Our College values are Compassion, Excellence, Honesty, Kindness and Respect, which are embedded in all aspects of College life.

BENEFITS OF JOINING THE AITKEN COLLEGE COMMUNITY

- Supportive and inclusive work environment
- Commitment to staff wellbeing
- High quality learning and teaching infrastructure
- Employee Assistance Program available to staff
- Culture of encouraging excellence
- On-site parking
- Active staff association

CHILD SAFETY AND WELLBEING

Aitken College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to promote a child safe culture. All staff members of the school are expected and subject to comply with our Child Safety Code of Conduct and Child Safe Policies.

- Understand and uphold College and staff obligations with regard to student safety.
- Demonstrate commitment to student safety in all aspects of conduct.
- Comply with all aspects of the College's Child Protection Program, including the College's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Report student safety concerns in line with College procedures and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.
- All staff are required to comply with the College's *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and Child Safe Program, as well as their legal and professional obligations with respect to the prevention and reporting of child abuse or reportable conduct.
- It is each staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the College's Child Safety Officers and/or with external agencies where required. In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.

For further information or to access our Child Safety Policies, please go to:
<https://www.aitkencollege.edu.au/child-safety/>

POSITION SUMMARY

The Food Studies Technician assists staff in the Food Studies Faculty. The role requires performing a broad range of duties within the Food Studies area, and assisting in maintaining the Food Studies Faculty, plant and equipment including preparing resources for teachers.

POSITION REPORTS TO

The position reports to the Head of Faculty – Food Studies

KEY RELATIONSHIPS

- Head of Faculty – Food Studies
- Assistant Principal (Learning and Innovation)
- Teaching Staff – Food Studies
- Students

KEY RESPONSIBILITIES

CLASSROOM SUPPORT

- Prepare and set up for practical activities and demonstrations in advance according to the timetable, meeting the requirements of the teacher and class.
- Assist teachers during practical activities with supervision and support for student learning, including:
 - Collection of ingredients and equipment.
 - Working safely and hygienically.
 - Cleaning and packing away equipment and appliances.
 - Provide alternative ingredients for students with individual dietary needs.

MAINTENANCE

- Complete daily, weekly, term and yearly tasks as outlined.
- Maintain ovens and other large appliances.
- Assist with ordering and purchasing new equipment.
- Regularly check equipment for repairs, replacement and labelling.
- Ensure Food Studies classrooms, preparation and storage areas are tidy and clean as per schedule.
- Ensure knives are sharpened, safe for use and stored appropriately.
- Maintain accurate Safety Data Sheets (DSA) records for all sorted chemicals.
- Assist with annual Occupational Health and Safety audits and risk assessments.
- Ensure the exhaust fans, fridge light, dish washer, washing machine water tap, ovens, and stoves are turned off daily.
- Ensure all equipment has been accounted for, cleaned and stored appropriately.

MANAGING STOCK

- Maintain stock control and equipment levels.
- Prepare food orders, track stock and deliveries.
- Store food safely and rotate stock to minimise waste.

- Label and store food appropriately before and after class.
- Maintain perishable, non-perishable stock and remove unwanted food items from fridge.

PURCHASING

- Research equipment, kitchen apparel and source uncommon ingredients.
- Shop for supplies or coordinate delivery where possible.
- Liaise with current suppliers, and accounts department.

ADMINISTRATION

- Attend faculty meetings per calendar schedule.
- Use the Foodies ordering program to collate recipes and order ingredients for classes.
- Photocopy and prepare resources for classes.
- Organise maintenance requests.
- Collate invoices to be authorised, copies and submitted for payments.
- Monitor and maintain stationery
- Ensure a level of confidentiality when obtaining, recording and disposing of students' personal information.
- Attend and take part in professional learning.
- Complete and submit invoices to be processed.
- Assess stock levels, supplies, and equipment including cleaning products.

CLEANING DUTIES

- Wash and dry all linen including aprons.
- Wash and dry dishes from teachers' demonstration and classes.
- Empty, clean and sanitise bins including compost bins.
- Ensure preparation and storage areas are clean and tidy.
- Clean all surfaces, splashbacks, hand sinks, trolleys and teachers' demonstration benches.
- Maintain a supply of clean linen, and cleaning products for both classrooms.

DAILY DUTIES

- Daily records of fridge and freezer temperatures.

END OF TERM DUTIES

- Sweep out stoves to make sure they are clean and free of crumbs.
- Check, sort and clean student drawers and cupboards.
- Remove perishable items close to use by date from fridge and storage room.
- Wash chopping boards, recipe holders and glass jugs in dishwasher.
- Wash students' aprons, oven mitts and non-slip mats.
- Sharpen and wash knives.
- Ensure everything is turned off, shut down and equipment is put away and covered.

END OF YEAR DUTIES

- Organise the service of large appliances (i.e., stoves, cool room).
- Dismantle and thoroughly clean cooktops and ovens.

- Clean food storage areas, freezer, fridges and storage room thoroughly.
- Clean chairs, tables, surface areas, window ledges, shelving, drawers, and workbenches.
- Wash all student and class sets of equipment through the dish washer.
- Organise replacement of broken or lost equipment.
- Ensure all electrical equipment and appliances are available to be checked and tagged annually.
- Complete administration tasks prior to the end of the year

Any other duties as directed by the Principal.

OCCUPATIONAL HEALTH AND SAFETY

- Adhere to, monitor and participate in the health and safety of staff and students undertaking activities within the scope of the Position Summary above.
- Prepare and update required risk registers for student activities, safety management plans for specific staff or student tasks and any other documentation necessary for compliance with OH&S legislation.
- Ensure that staff comply with all OH&S requirements.

ENVIRONMENTAL

- Support and participate in the Environmental programs of the College.

RELIGION AND VALUES

- Support and participate in the Religion and Values Education Programs of the College.