

Iona College Geelong Specialist Assistant to Food Technology – Role Description

The Specialist Assistant to Food Technology, undertakes a variety of specialised duties that rely on skillful and accurate support to the Food Technology teaching staff.

REMUNERATION SCALE:	Level 2, Category B
FULL TIME EQUIVALENT:	ongoing part-time- 0.6 (3 days per week) Monday to Wednesday
REPORTS TO:	Leader of Food Technology, Business Manager

STATEMENT OF DUTIES	
Key Responsibilities	<p>Food ordering, purchasing and storage</p> <ul style="list-style-type: none"> • Collate orders for individual practical classes and produce orders for supermarket, green grocer, butcher and packaging • Complete weekly supermarket shopping • Receive orders as required, check orders for quality and check that all items have been delivered • Correct storage of ingredients to maintain shelf life and food safety <p>Laundry</p> <ul style="list-style-type: none"> • Launder tea towels, dishcloths and oven mitts as required • Maintain class sets of aprons • Regularly clean all laundry equipment, cupboards, benches and sink <p>Practical Classes</p> <ul style="list-style-type: none"> • Set up ingredients for teacher demonstration prior to commencement of class • Set up and preparation of ingredients and equipment for students including division of ingredients where required • Clean up and storage of ingredients and equipment following practical classes • Hand towel, hand soap and dishwashing dispensers filled as required • Assist selected students as required during practical classes • Assist students with cleaning of individual workstations including checking of cleanliness of equipment and work area as well as identification of missing equipment • Stay in a practical class from start to finish and clean and tidy throughout the class.



	<p>Cleaning</p> <ul style="list-style-type: none"> • Fridges (inside and out), bulk storage containers (inside and out), hand washing basins, tables, chairs, ovens, rubbish bins, benches, cupboards, drawers, shelves, window sills and microwave ovens to be wiped regularly throughout each week following practical classes • Ovens, and other preparation and cooking equipment thoroughly cleaned at the end of each term • Oven trays, cake tins etc. to be checked and cleaned if needed • Storage shelves in store room regularly cleaned and sorted <p>Other</p> <p>The ASO – Specialist Assistant to Food Technology is, at times, required to undertake other duties related to the role as directed by the Principal, Deputy Principal and Business Manager.</p> <p>The ASO – Specialist Assistant to Food Technology will undertake professional development and training in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role.</p> <p>In negotiation with the Principal, it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.</p>
<p>Skills / Attributes</p>	<p>The effective performance of the ASO – Specialist Assistant to Food Technology will be due to their demonstration of a comprehensive range of the following:</p> <ul style="list-style-type: none"> • excellent administrative skills demonstrating: <ul style="list-style-type: none"> ○ the ability to implement effective and efficient work practices ○ the ability to meet all deadlines ○ the ability to locate information quickly and accurately ○ the ability to work collaboratively, flexibly, independently and creatively in a demanding environment • exemplary customer service focus demonstrating: <ul style="list-style-type: none"> ○ excellent communication and listening skills ○ the capacity to multi-task and pay close attention to detail in a timely and responsive manner ○ the capacity to maintain professional relationships within the College community and with education authorities on behalf of the College when seeking advice and information ○ excellent capabilities in the use of information and communication technologies especially: Microsoft Office system, SIMON, database management, online and mobile applications used at the College



	<ul style="list-style-type: none"> ○ the ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the administration services of the College <p>The Specialist Assistant to Food Technology will demonstrate:</p> <ul style="list-style-type: none"> ● respect for the core values of Iona College ● commitment to Iona College vision ● hospitable and timely service to all ● loyalty, trustworthiness, dependability and reliability ● discretion when handling sensitive information ● perseverance and patience in complex and stressful situations ● compassion, objectivity and clarity when handling difficult situations ● understanding the need for mutual accountability ● collaborative and flexible participation in professional settings ● openness to learning in all situations
General	<ul style="list-style-type: none"> ● Attend all relevant staff meetings. ● Attend whole school events as directed by the Principal. ● Follow the College financial requirements in relation to ordering goods.
Risk and Occupational Health and Safety	<p>The Specialist Assistant to Food Technology will:</p> <ul style="list-style-type: none"> ● comply with legislated occupational health and safety practices and participate in consultative processes ● observe safe work practices in accordance with training and instruction given ● identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety) ● promote and implement occupational health and safety and risk mitigation processes within the College
Key Relationships	<p>Internally</p> <ul style="list-style-type: none"> ● Principal ● Deputy Principals ● Leader Food Technology ● Staff ● Students <p>Externally</p> <ul style="list-style-type: none"> ● Other Schools



Melbourne Archdiocese
Catholic Schools



QUALITIES AND CAPABILITIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> • An understanding of the ethos of a Catholic school and its mission • A commitment to Iona College Vision & Mission
Commitment to Child Safety	<ul style="list-style-type: none"> • An understanding of child safety and appropriate behaviours when engaging with young people • A willingness to obtain a Working with Children Check and National Police Record Check • Be familiar with the legal obligations relating to child safety (mandatory reporting) • Demonstrate an understanding of Victoria's 11 Child Safety Standards
Knowledge and Understandings	<ul style="list-style-type: none"> • A comprehensive understanding of the College's policies and procedures • Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information
Experience and Qualifications	<ul style="list-style-type: none"> • Knowledge experience in an educational setting
Other Requirements	<ul style="list-style-type: none"> • Valid Working with Children Check • National Police Check • Have Australian citizenship or permanent residency or hold a visa with appropriate working rights • Comply with the Iona College Child Safety Commitment
Contract & Conditions	<p>Employment: Ongoing Full time Commencement Date: 28 January 2025 Entitlements under the Catholic Education Multi Employer Agreement 2022</p>
Authorised by	Damian McKew- Foundation Principal
Date	October 2024

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