



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

<b>Title</b>	Technology Assistant
<b>Classification</b>	Full Time
<b>Category</b>	Category B – Level 2 Catholic Education Multi Enterprise Agreement (2022)
<b>Length of Appointment</b>	Ongoing
<b>Key Reports</b>	Principal Deputy Principal Learning & Teaching Deputy Principal Staff & Operations Technologies Learning Area Leader
<b>Membership</b>	Administration & Support Staff

## Purpose of the Position

This Technology Assistant will work to primarily support the work of Technologies Department in the delivery of Food Technology classes. They will directly report to the Learning Area Leader for Technologies.

The Technology Assistant will work towards actively assisting staff in the smooth operation of Food Technology classes.

The Technology Assistant will take a proactive role in supporting the ongoing maintenance of the food technology area, and is responsible for the preparation of recipes, ingredients, ordering of food and supplies, cooking utensils for practical work and class demonstrations.

## Primary Key Contact/s

- Technologies Learning Area Leader

## Key Roles and Responsibilities

- Shopping for all Food Technology needs, including checking list against pantry stock, and sourcing special ingredients
- Arranging storage of food items and maintaining a clean and orderly pantry, including rotation of stock
- Preparation for all food practical classes
- Organise teacher demonstration, where required
- Weighing, measuring, and setting out of student food and equipment needs prior to class
- Provide assistance during practical sessions, followed by cleaning of stoves, benches, sinks, drawers, equipment used, etc
- Ensuring Food Technology Room is maintained at all times in a clean and functional manner, including washing/drying of tea towels, checking cleaning and equipment supplies, including special equipment and arranging repairs of equipment and appliances as required through the Maintenance staff
- Periodical cleaning of stove tops, ovens, ledges, fridges and freezers, etc.

- Conducting inventory checks at various stages of the year, reporting this to the Learning Area Leader of Technologies
- In consultation with the Learning Area Leader of Technologies, organise purchase of new or replacement equipment and appliances, and organise labelling and tagging/testing (through Maintenance Department)
- Regularly update the Food Order and Recipe Folder
- Track spending on practical classes against the budget and provide regular updates to the Food Technology Teacher
- In conjunction with staff, order food needs online and in person
- Maintain a list of contact details of suppliers, including following all College policies and procedures for engaging suppliers
- Photocopying of materials as required
- Regular maintenance of staff room kitchen facilities
- Liaise and coordinate day-to-day tasks with the Learning Area Leader of Technologies
- Purchase and maintain supplies of milk, food and cleaning products for the staff room
- Assist catering of school events including parent teacher interviews, parent information nights

### **Communication**

- Facilitate and provide quality and efficient written and verbal communication
- Build and sustain positive relationships with staff, parents and students.

### **Other**

- Participate in staff meetings as required
- Perform other duties as may be required from time to time
- Provide administrative support when required.

### **General Qualifications & Experience**

- Valid Working with Children Check
- National Police Check
- Experience in school environments and/or catering environments (desirable, but not essential)
- Experience in an Administration environment (desirable, but not essential)
- Experience with OneDrive and Microsoft teams (desirable, but not essential)

### **Knowledge and Skills**

- Excellent written and verbal communication, with an ability to communicate and interact positively, effectively and professionally with staff, students, parents and visitors to the College
- Excellent organisational skills
- High level initiative and flexibility, with the ability to respond to the changing demands of the position
- Ability to work independently and collaboratively as part of a team.

### **Personal Requirements/Competencies**

- Alignment with the values and Catholic ethos of the College
- Enthusiastic and highly motivated to contribute
- Operate effectively in a team environment
- Maintain high work standards with minimal supervision

- Flexible and able operate effectively in a changing environment
- Working with Children Check for Victoria and National Police Record Check (required)
- Strong organisational and time management skills, with an ability to prioritise tasks and meet deadlines, manage competing tasks with a high level of attention to detail
- First Aid qualifications (desired, not essential as training can be provided)

### **Child Safety**

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- 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
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

### **Key Selection Criteria**

1. Excellent interpersonal skills, with demonstrated ability to build rapport and interact effectively at all levels within an organisation
2. Excellent oral and written communication skills, with the ability to cater to different audiences
3. Highly developed initiative and ability to think strategically
4. Capacity to operate effectively in both individual and team environments, with capacity to balance competing priorities

### **Final Statement**

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.