



Invitation for Applications

FOOD TECHNOLOGY ASSISTANT

**Part - Time Appointment (0. 46 FTE)
Commencing January 2022**

The Education Support Officer (Food Technology Assistant) promotes the vision and mission of Salesian College and contributes to its educational goals by assisting teachers in the Food Technology Department.

Closing Date

4:00pm
Wednesday, 4 November 2021

About Salesian College

Vision

A dynamic, joy-filled learning community, Salesian College inspires all boys to strive for excellence in the spirit of Don Bosco.

Mission

Salesian College Chadstone is a Catholic School for boys in the Salesian tradition. We welcome all boys and their families, celebrate diversity and promote relationships built on mutual respect. All in the community are treated as valued partners in laying the foundation for life-long learning. We celebrate the achievements of all within an environment of joy and optimism.

Salesian College Chadstone is committed to building a caring community which:

- Ensures that a Catholic and Salesian ethos underpins all aspects of College

life within an atmosphere of respect for all

- Promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching
- Provides students and staff with every opportunity to develop all aspects of each individual
- Practises wise governance, strategic leadership and fair processes; and
- Works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies.

Values

- Integrity
- Respect
- Belonging
- Joy
- Dynamism

**INSPIRE
EDUCATE
BECOME**
Great men



Purpose

The Education Support Officer (Food Technology Assistant) - (FTA) promotes the vision and mission of Salesian College and contributes to its educational goals by assisting with preparation, ordering, cleaning and maintaining a safe, pleasant, attractive and functional physical environment under the direction of the Teachers of Food Technology Department.

Key Areas of Responsibility

The FTA is responsible for the support, maintenance and upkeep of the Food and Technology Department.

He/she must also be able to demonstrate:

- A high level of organisation
- Maintaining the Food Technology area in a safe and functioning manner
- Assisting all teachers of Food Technology in ways which may be required to deliver the curriculum and co-curricular needs of the faculty
- Knowledge of OH&S requirements of schools.
- Ability to analyse and resolve technical problems with equipment and services.
- Hands-on approach to work, self-motivated and a strong commitment to teamwork whilst being able to work independently when required.
- Current driver's license.
- Current Working with Children Check

Key Duties

The key duties and responsibilities of the FTA include, but are not limited to those detailed below.

Preparation/Classroom

- Ensuring the Food Technology Room, equipment

and food is prepared in advance and available for the commencement of all classes

- Organising the safe and appropriate storage of all items
- To set out food for each practical activity and teacher demonstrations, including the portioning of food according to recipes
- Keep pantry organised and clean by filling canisters, wiping containers and rotating stores on shelves
- To support the classroom teachers with the conduct of the classes, including the provision of assistance to students in accordance with relevant professional conduct standards
- To provide occasional function support when required.

Ordering

- Order and purchase all food materials and supplies
- To check food supplies before ordering and ensure most cost effective purchases are made for weekly order
- To check the supply of all ordered food and equipment, pack away supplies. Meet Food deliveries, so food can be placed in fridges immediately

Cleaning

- Ensure classroom is maintained in a hygienic manner, by providing feedback to Teachers of Food Technology when cleanliness issues arise.

Repairs

- To monitor all equipment for breakages, safety, cleanliness. Determine replacement orders and place orders through the Teachers of Food Technology

Other Duties and Responsibilities

- Contributing to the wider life of the College, assisting with

the preparation of events and activities and supporting other teams within the College when required.

Essential Criteria

- Work collaboratively and collegially
- Strong understanding of and commitment to the Catholic and Salesian ethos of the College

Salary and Conditions

Salary for this position is in line with the Victorian Catholic Education Multi Employer Agreement as varied from time to time.

Applicants should submit:

- A covering letter of no more than one page outlining why the application is being made for the position
- A response of no more than one page on your ability and experience that will enable you to undertake various aspects of the role
- Curriculum Vitae
- The names and contact details of two relevant referees.

The Principal, Mr Mark Ashmore by email to:

employment@salesian.vic.edu.au



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