

# POSITION DESCRIPTION



## Food Studies Technician

<b>CLASSIFICATION</b>	Support Staff (Band 2)
<b>BASIS OF EMPLOYMENT</b>	Ongoing
<b>TIME FRACTION</b>	Part-time 0.8 FTE
<b>ESSENTIAL QUALIFICATIONS</b>	Current and valid Working With Childrens Check (WWCC)

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### 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.

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### 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 the Victorian Certificate of Education (VCE), VCE Vocational Major (VM) and Vocational Education and Training (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

Aitken College sees a future where young people are inspired to do their personal best in service to themselves and others, in association with the Uniting Church in Australia.

### Mission

Aitken College will develop students' self esteem and confidence; expand their skills and intellect; and encourage them to become vital and compassionate members of the community.

### Values

Our values guide behaviour that builds strong character and promotes the highest standards. Students, are empowered to embrace the values to achieve their personal best in all aspects of their lives, including learning, service, citizenship and wellbeing.

### Compassion

We display genuine concern and support those in need.

### Excellence

We strive to achieve our personal best.

### **Honesty**

We behave and act truthfully and in good faith when engaging with others.

### **Kindness**

We are considerate of others and treat them with empathy and generosity.

### **Respect**

We accept and appreciate ourselves, others and our environment.

### **Aims**

Through all our work, we 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.

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## **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

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## **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 to ensure smooth and efficient delivery of the Food Studies Program. This 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.

In approaching the work, tasks and responsibilities, the Food Studies Technician will contribute to the College's culture of innovation, continuous improvement, efficiency and next practice.

### POSITION REPORTS TO

The Food Studies Technician reports to the Head of Faculty (Food Studies).

### KEY RELATIONSHIPS

- The Executive Team
- The Leadership Team
- Head of Faculty (Food Studies)
- Food Studies teaching staff
- Students

### KEY OUTCOMES

#### Classroom Support

- **Practical Activity Preparation and Setup:** Ensure all practical activities and demonstrations are prepared and set up in advance, in alignment with the timetable and meeting the specific requirements of the teacher and class.
- **Assistance During Practical Activities:** Support teachers in delivering practical activities by supervising students, ensuring their safety, and facilitating their learning, including:
  - Efficiently gathering the required ingredients and equipment.
  - Promoting and ensuring safe and hygienic practices throughout the activity.
  - Organising the cleaning and packing away of equipment and appliances after the activity.
  - Providing alternative ingredients to accommodate students with individual dietary needs.

#### Maintenance

- **Task Completion:** Ensure daily, weekly, term, and yearly maintenance tasks are completed as outlined and on schedule.
- **Appliance Maintenance:** Maintain ovens and other large appliances to ensure they are in good working condition.

- **Equipment Ordering and Purchasing:** Assist with the ordering and purchasing of new equipment to meet classroom needs.
- **Equipment Inspections:** Regularly check equipment for necessary repairs, replacements, and correct labelling.
- **Classroom and Storage Area Cleanliness:** Ensure Food Studies classrooms, preparation, and storage areas are kept clean and tidy according to the schedule.
- **Knife Maintenance:** Ensure knives are sharpened, safe for use, and stored appropriately.
- **Safety Data Sheets (SDS):** Maintain accurate Safety Data Sheets (SDS) records for all sorted chemicals.
- **Health & Safety Audits:** Assist in annual Occupational Health and Safety audits and risk assessments to maintain a safe environment.
- **Energy Management:** Ensure all appliances, including exhaust fans, fridges, dishwashers, washing machines, ovens, and stoves, are turned off daily.
- **Equipment Accountability:** Ensure all equipment is accounted for, cleaned, and stored appropriately after use.

## MANAGING STOCK

- **Stock Control:** Maintain accurate stock control and ensure adequate equipment levels are sustained.
- **Food Order Preparation:** Prepare food orders, track stock levels, and manage deliveries efficiently.
- **Food Storage and Waste Management:** Store food safely, rotate stock to minimize waste, and ensure correct labelling.
- **Perishable Stock Management:** Regularly monitor perishable and non-perishable stock, removing unwanted or expired food from storage.

## PURCHASING

1. **Equipment and Ingredient Research:** Research and source equipment, kitchen apparel, and uncommon ingredients for classroom needs.
2. **Shopping and Supply Coordination:** Shop for necessary supplies or coordinate deliveries when applicable.
3. **Supplier and Accounts Liaison:** Communicate with current suppliers and the accounts department to manage procurement and payments.

## ADMINISTRATION

1. **Faculty Meetings Participation:** Attend and contribute to faculty meetings according to the calendar schedule.
2. **Ingredient Ordering:** Use the Foodies ordering program to collate recipes and order necessary ingredients for classes.
3. **Resource Preparation:** Photocopy and prepare teaching resources for practical classes.
4. **Maintenance Requests:** Organise and submit maintenance requests to ensure all equipment is in working condition.
5. **Invoice Management:** Collate and submit invoices for payment processing.
6. **Stationery Monitoring:** Monitor and maintain adequate stationery supplies for classroom use.
7. **Confidentiality Assurance:** Ensure confidentiality is maintained when handling students' personal information.
8. **Professional Development:** Actively participate in professional learning opportunities.
9. **Invoice Submission:** Complete and submit all invoices for processing in a timely manner.
10. **Stock and Equipment Assessment:** Regularly assess stock levels, supplies, and equipment, including cleaning products.

## CLEANING DUTIES

1. **Linen Care:** Wash and dry all linen, including aprons, for use in classes.
2. **Dish Cleaning:** Ensure all dishes from teachers' demonstrations and student classes are washed and dried.
3. **Bin Cleaning:** Empty, clean, and sanitise bins, including compost bins, as part of the cleaning schedule.
4. **Classroom Tidiness:** Ensure all preparation and storage areas are kept clean and tidy in accordance with the cleaning schedule.
5. **Surface Cleaning:** Clean all surfaces, splashbacks, hand sinks, trolleys, and teachers' demonstration benches to maintain hygiene.
6. **Linen and Cleaning Product Supply:** Maintain an adequate supply of clean linen and cleaning products for both classrooms.

## DAILY DUTIES

1. **Temperature Logging:** Record fridge and freezer temperatures daily to ensure food safety.

## END OF TERM DUTIES

1. **Stove Maintenance:** Sweep out stoves to remove crumbs and maintain cleanliness.
2. **Student Drawer Organisation:** Sort and clean student drawers and cupboards at the end of term.
3. **Perishable Items Removal:** Remove perishable items approaching their use-by dates from fridges and storage areas.
4. **Equipment Washing:** Wash chopping boards, recipe holders, and glass jugs in the dishwasher for proper sanitation.
5. **Linen and Equipment Washing:** Wash students' aprons, oven mitts, and non-slip mats, and sharpen knives.
6. **Equipment Shutdown:** Ensure all equipment is turned off, stored appropriately, and covered at the end of the term.

## END OF YEAR DUTIES

1. **Appliance Servicing:** Organise servicing for large appliances, including stoves and cool rooms.
2. **Cooktop and Oven Cleaning:** Dismantle and thoroughly clean cooktops and ovens at the end of the year.
3. **Storage Area Cleaning:** Thoroughly clean food storage areas, fridges, freezers, and storage rooms.
4. **Classroom Cleaning:** Clean chairs, tables, surface areas, window ledges, shelving, drawers, and workbenches.
5. **Equipment Washing:** Wash all student and class sets of equipment in the dishwasher for sanitation.
6. **Equipment Replacement:** Organize the replacement of broken or lost equipment to ensure readiness for the new year.
7. **Electrical Equipment Check:** Ensure all electrical equipment and appliances are checked and tagged annually.
8. **Administration Completion:** Complete all outstanding administrative tasks before the year-end.

## General

- Undertake any other duties as requested by the Head of Faculty (Food Studies) and/or the Principal (or their delegate).

## **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 Program of the College.

## **APPROVAL ON BEHALF OF THE EMPLOYER**

This position description has been approved by:

Employer: Mrs Josie Crisara, Principal, Aitken College Limited.

Signed:

Date:

## **ACCEPTANCE OF THE EMPLOYEE**

I have reviewed this position description and I understand all my key duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my duties may be varied by the College from time to time in accordance with Aitken College Limited's operational requirements.

Employee:

Signed:

Date: