

**ELTHAM HIGH SCHOOL**

30 Withers Way

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POSITION: **FOOD TECHNOLOGY ASSISTANCE**

# INTRODUCTION

This position is to assist with the delivery of mainly VCE & VET Hospitality courses at Eltham High School in the new commercial kitchen complex.

# ACCOUNTABILITY

The employee works under the direction of the VET Hospitality teacher and other classroom teachers that use this room and is accountable to the Business Manager.

# NATURE OF THE ROLE

The person will be a self starter and will work with teaching staff.

The position is covered by the provisions of the Victorian Schools Agreement 2013 and its successors.

# ROLES AND RESPONSIBILITIES

The person will have and will have a current Working With Children Check.

In all situations, the employee must maintain a safe work environment and perform all tasks in a safe manner. School OH&S and safe work practices must be complied with.

**Cleaning**

* Ensure that the room is ready for use by students. This includes cleaning up after any preceding classes that may use the Food Technology room.
* Ensure that sufficient detergents, dish cloths, scourers, tea towels etc are available
* After classes, ensure area is cleaned and sanitised
* Ensure that the dishwasher is cleaned and turned off after final use
* Clean combi oven after use
* Wash tea towels and other items at end of class
* Wipe down other equipment after use (eg beaters, food processors etc)

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**Room management**

* Ensure that all required equipment is available and in a fit and proper condition for students to commence classes. Where equipment is not in a proper condition, this is to be reported to the teacher in charge.
* If cooking, light gas stoves and pilots if appropriate/required
* Read recipes prior to lessons to ensure that all equipment and ingredients required is available for students and teacher to use,
* Set up equipment and food for demonstrations and clean up after complete
* Have food ready in a manner required by the teacher for use by students

**During classes**

* Assist students during class with cooking
* Assist the teachers with requests during the lesson

# ESSENTIAL REQUIREMENTS

* The employee must hold a current Working with Children check while employed at the School.

# OTHER INFORMATION

Salary & Conditions Details;

<http://www.eduweb.vic.gov.au/hrweb/employcond/salary/salaries.htm>