



# ELTHAM HIGH SCHOOL

30 Withers Way  
Eltham VIC 3095  
Tele 9430 5111  
Fax 9431 0448  
info@elthamhs.vic.edu.au

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)

### 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>