



Position	ES1-1 Food Technology Assistant
Time Fraction:	0.56 EFT
Commencement Date:	13 April 2015
Contract concludes:	6th November 2015

INTRODUCTION

This position is to assist with the delivery of mainly Hospitality and Food courses at Eltham High School.

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

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.

Order and purchase food as directed by the responsible teacher.

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.