



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

TAS Assistant – Food Technology

Position Level	Classroom Learning Support Averaged Level 4.1 – 4.3
Salary Range	\$54,614 to \$62,013 (based on skills and experience)
Reports To	Shane Giles, Acting Principal
Location	Lumen Christi Catholic College - Pambula Beach, NSW
Employment Type	Part-Time
Employment Status	Permanent
Employment Term	N/A
Hours Per Fortnight	49

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	This position exists to support the overall vision and mission of Lumen Christi Catholic College. Specifically, this position provides professional, efficient and effective TAS support to the Head of Faculty, TAS and is directly supervised by the Head of Faculty, TAS under broad guidance from the Business Manager.
Position Duties	Responsibilities: <ul style="list-style-type: none">• Present a personal image of warmth, service and professionalism.• Ensure that all tasks are performed with discretion, confidentiality and judgment as circumstances dictate. The maintenance of work related confidentiality is a serious responsibility.• Support the Catholic ethos of the College.• Perform duties in a manner that promotes co-operation, respect, shared responsibility and sense of team spirit and good relationships.• Work co-operatively with other members of staff to bring about the goals articulated in the Strategic Plan.• To act in accordance with the CE Code of Professional Conduct and Child Protection policies.

- Communicate work information to colleagues to ensure designated work goals are met.
- Participate in Staff Meetings and Staff Briefings.
- Participate in relevant Professional Development.
- Other tasks as requested by the Principal.

Specific tasks:

- Complete the grocery shopping on a weekly basis or as needed, ensuring the purchase of fresh quality ingredients.
- Re-pack, re-use and freeze any left over and un-used ingredients at the end of a student practical lesson as appropriate, ensuring food hygiene, HACCAP (Hazard Analysis Critical Control Point) and food safety principles are used. Ingredients must also be appropriately labelled, dated and stored in relevant conditions.
- Prepare any ingredients needed for demonstrations or practical lessons as indicated on the Practical Lesson Overview (PLO) or as delivered by the teacher.
- Set up teacher demonstration lessons as required by ensuring ingredients are measured and equipment is laid out on the food preparation trolley (Food technology only).
- Set up ingredients for Hospitality lessons as required by the PLO or as directed by the delivering teacher.
- Wash and launder tea towels and dish cloths on a regular basis, ensuring they are clean and ready.
- Maintain the equipment in the Food Tech bays and regularly check the equipment cupboards.
- Maintain the toolboxes for the VET hospitality class.
- Assist in maintaining the commercial equipment in the hospitality room by wiping over equipment with a soft, damp cloth on a weekly basis or as needed.
- Wash floors in the Food Tech area, preparation room and hospitality room at least once a week and sweep floors on a daily basis in order to ensure the appearance of rooms are maintained and to reduce any incidents of rodent activity.
- Wipe down the ledges in between each bay in the Food Tech room, wipe out microwaves and wipe over stoves on a weekly basis or as needed to assist in the appearance of room and to maintain the equipment/food hygiene and safety.
- Check, clean and maintain the refrigerator and freezer in the Food Tech room, prep room and hospitality room on a weekly basis to ensure

	<p>ingredients are kept at an appropriate temperature and in appropriate conditions. Ensure that any spills or leaks should be cleaned up immediately.</p> <ul style="list-style-type: none"> • Complete stock rotation and check use by dates of the food products at the end of each term. Any outdated items should be disposed of appropriately. • Complete a full audit of all ingredients twice a year (at the end of terms 2 & 4) • Maintain an accurate log book detailing work duties and hours completed in the school diary (weekly). • Keep an accurate record and account of ingredients and supplies purchased and complete class expenditure sheets for all invoices and receipts. Have the expenditure sheets and receipts signed off by Head of Faculty, TAS and hand to Accounts Payable for processing. • Regularly check and refill detergent and sanitiser bottles in each bay and in hospitality. • Assist with any catering ventures and exercises as directed by the Head of Faculty, TAS. • Assist with any other duties such as typing and laminating signs and posters. • Maintain a neat and ordered preparation room, ensuring equipment is put away, files maintained, washing up completed etc. • Maintain an appropriate dress standard at all times, ensuring Work Health & Safety issues such as foot wear are followed.
Skills, Attributes & Experience	<ol style="list-style-type: none"> 1. Relevant practical experience in a Food Technology/Textiles environment. 2. Demonstrated ability to organize and prepare food, resources, materials and equipment to support the teachers. 3. Demonstrated ability to maintain a safe, orderly workplace. 4. Demonstrated ability to work as a member of a team, including collaboration and interpersonal skills. 5. Ability to work beyond normal hours on a paid basis occasionally if required.
Qualifications	<ul style="list-style-type: none"> • Training/qualifications equivalent to the completion of a Certificate III, or completion of Year 12 or completion of Certificate II with relevant work experience. • Must hold a relevant Working with Children registration.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 5133 5633 | Email: recruitment@cg.catholic.edu.au