

## Job Description

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**POSITION:** Food Technology TAS Aide

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**REPORTS TO:** TAS Curriculum Leader

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**DEPARTMENT:** Academic

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**DATE APPROVED:** 13 November 2024

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### Position Purpose

The Food Technology TAS Aide (Aide) supports TAS teachers in the organisation and smooth running of food technology classes.

### Organisation Environment

Belmont Christian College is a leading co-educational P-12 school in the Newcastle region with over 900 students and 150 staff members. We are committed to providing a unique, spiritually nurturing environment that integrates strong academic and wellbeing foundations with Christian values.

The Secondary School provides a range of Technological Applied Studies (TAS) including food technology and hospitality. This position plays a key role in supporting food technology and hospitality teachers with practical classes. This includes shopping, preparation and set-up for classes, monitoring/rotating stock, using a range of kitchen equipment and ensuring food safety and hygiene.

## Key Accountabilities

Area of Accountability	Major Activities	Performance Indicators
Support Delivery of TAS Classes	<p>Provide support to teachers in the delivery of TAS classes in Secondary School and occasionally Primary School.</p> <p>Support teaching staff with food technology activities including:</p> <ul style="list-style-type: none"> <li>● Shopping/ordering food whilst being cost effective with choices,</li> <li>● Setting up for practical cooking lessons with ingredients on trays/trolleys prior to class starting etc.</li> </ul> <p>Ensure levels of pantry stock/staples are maintained and rotated to minimise stock being out of date.</p> <p>Rotate stock in fridges/freezers ensuring use by dates are monitored and food quality is monitored e.g. avoid freezer burn of food.</p> <p>Support VET Hospitality classes including cafes and other functions.</p>	<ul style="list-style-type: none"> <li>● Supplies are ready and available for each class.</li> <li>● Stock levels are understood and rotated regularly.</li> <li>● Food stock/staples are not out of date.</li> <li>● Food items stored in a hygienic and safe manner.</li> </ul>
Equipment Use and Maintenance	<p>Maintain kitchen areas ensuring that kitchen bays contain utensils and other needed equipment.</p> <p>Understand and operate a range of kitchen equipment including:</p> <ul style="list-style-type: none"> <li>● Ovens,</li> <li>● Commercial Combi oven,</li> <li>● Coffee machines,</li> <li>● Thermomix,</li> <li>● Dishwasher including checking of detergent levels.</li> </ul>	<ul style="list-style-type: none"> <li>● Cooking bays contain required equipment e.g. utensils.</li> <li>● Equipment ordered if needed.</li> <li>● Maintenance issues are promptly reported.</li> <li>● Storerooms and equipment are neatly</li> </ul>

	Identify maintenance that is required and report to the Curriculum Leader.	organised.
Food Safety and Hygiene	<p>Follow WHS requirements, including risk assessments, in the classroom.</p> <p>Assist with cleaning up after lessons.</p> <p>Ensure bays, including stove tops are kept hygienic.</p>	<ul style="list-style-type: none"> <li>• No cross-contamination.</li> <li>• All surfaces, microwaves and sinks are cleaned down after each practical lesson.</li> </ul>
Student Assistance	Occasionally assist students with learning needs or who require additional support during practical lessons.	<ul style="list-style-type: none"> <li>• Teacher instruction is followed.</li> <li>• Good student rapport.</li> </ul>

## **Key Communications**

- TAS Curriculum Leader
- Food Technology Teachers

## **Challenges**

- Planning and organising is important given that students attend classes on a schedule and require facilities, equipment and stock to be ready and available on time.
- Ensuring current stock and deliveries given that stock has varying expiry dates and food safety is essential when storing and using ingredients.
- Time management is important given that there are multiple lessons throughout the day and each lesson needs to be planned for in consultation with the teachers.

## **Decision Making**

The role can make decisions in relation to:

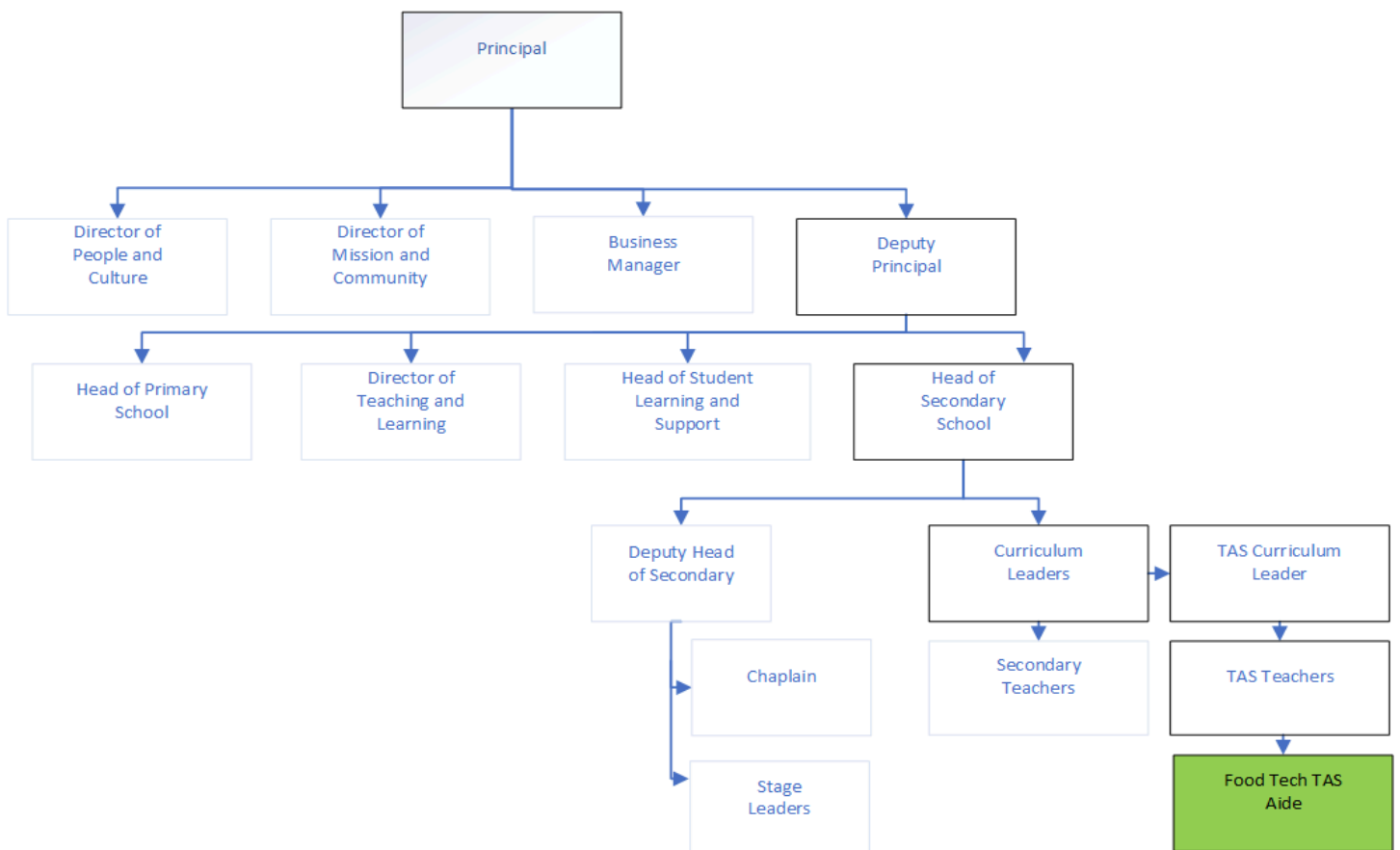
- Ordering/shopping ingredients and staples.
- Preparation as recipes and timetables are provided in advance.
- The role can make the following decisions in consultation with teachers:
- Decisions relating to items that are out of stock or require alternatives.
- The following decisions should be referred to the teachers or the Curriculum Leader:
- Decisions relating to equipment ordering and maintenance,
- Decisions relating to safety should be referred immediately to the Curriculum Leader.

## **Knowledge, Skills and Experience**

- Hold a Safe Food Handling Certificate or equivalent
- Basic computer skills including email, Word, Excel and online shopping
- Operate a range of kitchen equipment

- Driver's License
- Current Working with Children Check
- Demonstrated skills in:
  - Planning and organising
  - Basic calculations involving measurements, quantities, weights, volumes etc relating to food technology
  - Working with people
  - Time management
  - Following instructions and procedures

## Organisation Chart



## Selection Criteria

- Willingness to complete of Food Handlers Basic Training Course (2-hour course) from <https://www.foodauthority.nsw.gov.au>
- Basic computer skills including email and online shopping
- Ability to learn how to operate a range of kitchen equipment
- Driver's License
- Current Working With Children Check
- Demonstrated skills in:
  - Planning and organising
  - Basic calculations including measurement, quantities, weights, volumes etc relating to food technology
  - Working with people
  - Time management
  - Following instructions and procedures

Signature

Incumbent's name

Incumbent's signature

Date