



Position Information Document

Education Support Officer

Food Technology Officer

Position Details

Role Title:	Food Technology Officer
Directly Responsible to:	Leader of Learning – Food Technology and Child Studies, Food Technology Teachers for day-to-day operations, the Business Director for overall operations and ultimately responsible to the Principal
Classification Level:	Grade 2, Subclassification: Resources <i>Refer to SA Catholic Schools Enterprise Agreement 2020, Appendix E: Classification – Education Support Officers</i>
Weeks per year:	41 weeks
Hours Worked per week:	22.5 hours
Tenure:	Permanent
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced (“Enterprise Agreement”)

Role Context

The incumbent is accountable to the Leader of Learning: Food Technology and Child Studies and Teachers in Food Technology for provision of support for teaching staff and students, which contributes to the achievement of improved educational outcomes for students.

Role-Related Responsibilities

Provide support for the operations of the two domestic kitchens

- Liaise with and collate orders from teachers in relation to the curriculum or upcoming lessons/projects regarding requirements for the Food Technology faculty
- Under general supervision, actively support cooking practicals and the efficient use of kitchen/pantry facility including helping set out ingredients required for practical demonstration
- Conduct routine inventory of current stock on a weekly basis to determine stock levels inform weekly purchases
- Rotate stock (pantry/fridge/freezer)
- Input weekly inventory using an online platform to be delivered/picked up two times per week.
- If required, and on an ad-hoc basis, purchase and collect food orders at various local and metropolitan businesses

- Receive and check deliveries against orders and rectify the issue if there are any anomalies
- Prepare recipe boxes as instructed in relation to curriculum for individual practicals
- With guidance as applicable, research and source consumables and equipment including liaising with local businesses and suppliers
- Undertake washing and folding of tea towels and aprons and ensure adequate supplies are available for practical lessons

Provide support for effective budgeting

- Submit original invoices/ receipts along with the weekly purchase card reconciliation form to finance

Maintain clean and tidy storage facilities

- Ensure the safe storage of consumables in the kitchens
- Clean and tidy teaching and storage facilities as required to meet WHS and food hygiene standards

Other duties

- Promote a safe working environment for all staff, students and volunteers.
- Report any unsafe work practices to the WHS & Risk Coordinator or committee.
- Other duties consistent with the role classification as directed by the Food Technology Teachers, Leader of Learning: Food Technology and Child Studies, the Business Director and the Principal and/or their delegate

Person Specification

The employee will have/obtain/demonstrate:

- Experience working in a commercial or domestic kitchen including cooking, stocktaking and purchasing
- Well-developed communication and written skills including liaising with a diverse range of people, including teachers, students, suppliers etc
- Accuracy and attention to detail in all aspects of the role, as well as highly developed administrative systems and procedures
- Able to work under general supervision and apply a range of well-developed skills to a variety of problems, within scope of position
- Demonstrate organisational and time management skills required to carry out tasks in a timely and competent manner
- Ability to use discretion and judgement and take responsibility for own work and outcomes to meet specified standards
- Demonstrate a commitment to uphold, support and contribute to the values, vision and mission of Cabra Dominican College.
- Seek to deepen their understanding of the Dominican charism.

Work, Health and Safety (WHS)

This role is deemed to be a Worker under the Work Health and Safety Act 2012 (SA). As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, insofar as you are reasonably able to, with any reasonable instructions given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Reference: Work Health and Safety Act 2012 (SA) ss 27 and 28.

Additional Qualification, Documentation, WHS and Compliance Requirements

All employees must ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check)
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)
- HLTAID012 Provide an emergency First aid response in an education and care setting
- Learning Manager modules, as issued by the Catholic Education Office, as required

In addition, all employees are expected to:

- Provide copies of awarded qualifications if applicable.
- Complete WHS education and training modules as required.
- Be familiar with and understand Cabra's WHS policies.
- Report all hazards, incidents, accidents when witnessed, in accordance with Cabra's WHS policies and procedures.
- Use correctly any equipment provided for health or safety purposes.

Conditions of Employment

- The salary and entitlements are consistent with those outlined in the Enterprise Agreement.
- The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement.
- The "Weeks per year" and "Hours per week" identified in Position Details (above) may be varied by written agreement. To the extent of any inconsistency between this PID and subsequent correspondence from Cabra which purports to vary these hours or weeks, the latter shall prevail, provided that such variation is in keeping with the terms and conditions of the Enterprise Agreement.

Acknowledgement

I have read and understood the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed by:

Dr Helen Riekie
Principal

Employee Name

Date

Date