



Nagle College Bairnsdale

Position Description

Position: Technology Aide – Food & Textiles

Reports to: Subject Learning Leader (Technology)

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

The **Technology Aide - Food and Textiles** assists the teaching staff in the Technology Faculty with preparation, organisation and cleaning in the Home Economics kitchens, pantries, storage areas Textiles storage, work areas and classrooms. This role will also in assist in the Canteen when required.

Key Responsibilities

- Consult with Technology teachers on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary.
- Assist technology teachers with practical sessions by arrangement with the teacher – priorities are decided in consultation with teachers or the Subject Learning Leader.
- Assist substitute teachers with practical sessions in the absence of the normal technology teacher (including long-service leave replacements).
- Assist the class teacher with the preparation and cleaning up of Food Technology Centres.
- Maintain a safe storage, labelling, handling, and disposal system for materials in accordance with current regulations.
- Ensure that all food is handled according to the "Food Handling Safety Guidelines".

- Prepare for each practical class and demonstration, according to the requirements requested by the subject teacher, in particular the portioning of ingredients required.
- Co-ordinate the ordering and storing of ingredients required for practical sessions.
- Maintain these storage areas cleanly and neatly, e.g. pantry, crockery, cupboards and refrigerators to a level that conforms with OH & S regulations.
- Empty the refrigerators of unnecessary foodstuffs and clean them out each week.
- Collect food orders, check the pantry and phone/email orders through to the appropriate merchant and file dockets for individual teachers.
- Ensure there is an adequate supply of materials for the projects being undertaken (in consultation with the teachers).
- Conduct material and equipment stocktakes in conjunction with technology teachers or the Subject Learning Leader.
- Maintain equipment and student work units in good working order, arranging for the replacement of broken or lost items.
- Be responsible for reporting oven maintenance and repairs to sewing machines and other large appliances to the Property Manager.
- Attend appropriate professional development or training programs.
- Accompany teachers on excursions as appropriate.
- Assist with photocopying and administration duties.

Food and Technology Schedule

Daily Basis

- Prepare ingredients and equipment for practical classes and/or demonstrations
- Portion ingredients as required
- Wash and replace tea towels and dish cloths
- Clean bench tops and sinks
- Empty bins (and bench buckets and bins)
- Sweep kitchen floor - mop if necessary and vacuum carpets
- Clean chairs/tables/stools
- Sort and tidy student drawers and cupboards
- Organise replacement and report of broken or lost equipment

Weekly Basis

- Ensure stoves are clean
- Co-ordinate ordering and storing of ingredients
- Refill detergent bottles
- Maintain sponges and scourers in good order
- Tidy storage area
- Remove any unwanted food items from the fridge
- General cleaning of area
- Disinfect and clean bins

End of Term

- Dismantle stoves and clean thoroughly
- Thorough cleaning of food storage areas, freezer, fridge, pantry etc
- Bleach dish cloths/tea towels
- Sanitise equipment such as cutting boards, bins etc
- Liaise with maintenance to ensure required repairs are completed

End of Year

- Organise servicing of large appliances - stoves

Textiles

- Clean and check equipment on a regular basis as requested by the teacher
- Prepare Materials for classes as requested by the teacher

Canteen

- Assist in the Canteen when required (this could include helping with the breakfast and recess service)

Commitment to Child Safety

- Be familiar with and comply with the schools child safe policy and code of conduct and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Assist in the provision of a child safe environment for students

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Attend school meetings, mass, and Personal Development days
- Demonstrate professional and collegiate relationships with colleagues
- Any other duties as requested by the Principal

Judgement and Decision Making:

This role requires the employee to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures

Organisational Relationships:

The Technology Aide has a number of key internal and external relationships.

- Reports to:** Subject Learning Leader Technology
- Internal liaisons:** Teaching & support staff and students.
- External liaisons:** Suppliers/contractors and service providers.

Skills & Competencies:

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Must hold or be willing to acquire a Working with Children Check and if required must be willing to undergo a National Police Record Check.
- Capacity and willingness to be familiar with understand and comply with School policies and procedures.
- Ability to work independently and collaboratively as required.

- Demonstrated experience in a school environment. Practical experience within home economics and textiles would be considered an advantage.
- Display competence to undertake significant duties and confidence to contribute to a team based work environment.
- Well-developed interpersonal skills combined with good verbal and written skill ensuring the ability to work effectively with staff & students at all levels.
- Effective time management & organisational skills combined with the ability to prioritise workload.
- Ability to learn and apply information to carry out effective outcomes.
- Ability to use finance systems to raise purchase orders and the ability to order materials/ingredients online
- A commitment to ongoing professional learning and growth in skills.