



XAVIER
COLLEGE

Position Information Document

Curriculum Food Tech

Location:	Xavier College – Gawler Belt, Two Wells, Evanston, Riverlea
Employment Status:	Permanent, part-time
Classification Level:	As per CESA Enterprise Agreement 2020, Education Support Officer, Grade 3, Curriculum
Normal Hours of Work:	8.45am – 3.30pm (30 minute unpaid lunch break) Minimum 3 days per week required, Specific days of work to be negotiated by mutual agreement
Stipulated number of ordinary hours	18.75 hours per week, 40 weeks per year

Reporting Relationship

Responsible to the House Director for Hospitality learning area for day-to-day operations, responsible to the Head of Campus and ultimately responsible to the Principal of the College (or delegate).

Broad Purpose

The Curriculum Food Tech will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding: Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

Under direction of the specialist Teacher, support and assist students undertaking food tech classes including the practical set up, pack down and assistance to meet the students identified educational needs. Receiving little direct supervision and subject to occasional progress checks, the position will support teaching staff with student learning activities in the food tech area.

Key Responsibilities

- Prepare all cooking practicals by setting out ingredients, equipment, utensils, and carrying out food preparation tasks in a safe and orderly way.
- Demonstrate practical activities within a variety of routines, methods, and experiences under supervision of teachers where discretion and judgement are required.
- Provide specialist advice and instruction, under the supervision of the teacher (or delegate), to students in the handling, storing and use of ingredients, cooking equipment and utensils in the food tech learning area and provide support and guidance to maintain a clean, safe and hygienic food technology area.
- Assist student learning, where some discretion and judgement is involved, including evaluation and assessment, under the supervision of a teacher, of the learning needs of students and assist in following up student assignments to ensure work is submitted as required.
- Carry out a wide variety of tasks associated with the food technology learning area (e.g. assisting teachers in preparing, implementing and supervising cooking practicals).

- Apply personal knowledge and initiative to suggest modifications to educational programs to meet the learning needs of specific students, subject to approval of the teacher.
- Supervise and care for students with formally identified special needs in accordance with Personalised Plans for Learning (PPL) as applicable and assist with identifying student learning or behaviour challenges.
- Apply correct hygiene practices such as handwashing, safe food handling and appropriate application of cleaning products, ensuring students follow health and safety procedures in accordance with WHS and Hazard Analysis and Critical Control Point Plans (HACCP).
- Undertake Risk Assessments and contribute towards the development and maintenance of Safe Operating Procedures for the food technology learning area.
- Undertake routine cleaning and maintenance duties including wiping down work benches, cleaning fridges, freezers and putting away countertop kitchen appliances, arranging laundering of aprons, tea towels and kitchen cloths, and cleaning up spills and messes.
- Plan, organise, monitor and maintain inventory of stock on hand in the food technology learning area including ingredient expiry dates, to maintain shelf life and food safety and order supplies and check deliveries against invoices, maintaining a basic inventory of supplies, and ensuring the safe storage of consumables.
- Assist teachers with the care and supervision of students during excursions, sports days, activities and other classroom or educational activities.
- Assist with physical requirements of students requiring special care.
- Actively participate in required school activities, events, staff and team meetings, training, professional development and professional reviews.
- Undertake other duties as directed by the Principal (or delegate).

Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated ability to work, supervise, and communicate effectively with students in a food technology learning environment. An understanding of or experience in working with students with special needs is highly desirable.
- A comprehensive understanding of and practical experience in safe and hygienic food handling and associated activities with capability to perform a wide variety of duties under general supervision.
- Demonstrate a broad knowledge of a range of inclusive and supportive behaviour techniques to positively contribute to student learning.
- Excellent interpersonal skills contribute to positive interactions within the school community and with external parties and to supervise other staff, as required.
- Ability to model and support positive behaviour procedures.
- Demonstrated ability to take significant initiative, apply solutions to a range of problems and analyse and plan approaches to effectively support students' wellbeing, social interactions and learning.
- Ability to work with low level of direct supervision, take direction on broader technical aspects of the work and apply solutions to a range of problems by analysing and planning to meet required outcomes.
- Effective time management and organisational skills and ability to prioritise tasks to meet timelines for required outcomes, taking responsibility for own outcomes.
- Proficiency in using a computer and applicable programs, and the ability to operate office and other ICT equipment.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to deal effectively with unexpected situations and/or emergencies.
- An active commitment to ongoing professional learning and development.
- Continence Care Training is desirable.

Role Requirements

- A Certificate IV in Education Support, Food Handling, Cookery (or equivalent) and/or relevant demonstrated competencies in a comparable role.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate 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.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.