

POSITION DESCRIPTION

FOOD STUDIES ASSISTANT

(Formerly Food Technology Hospitality Assistant)

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
Education Support Officer ESC Level 2	Full Time / Ongoing - 38 Hours per week	Head of Learning (Design & Technology)

APPOINTMENT TERMS

- The conditions of the Catholic Education Multi Enterprise Agreement 2022 apply to this position
- Category C** - Seven weeks annual leave. One week is taken in each of the Term's break and four weeks are taken at the end of the school year (except that the last week of January is not available for leave).

ABOUT THE ROLE

The Food Studies Assistant is appointed by the principal, accountable to the school business manager, and works at the direction of the Head of Learning of Design & Technology. The Food Studies Assistant works closely with Design and Technology teachers who teach Food Studies.

The Food Studies Assistant is responsible for managing the Loyola Food Studies kitchen, and for providing teachers with supplies for practical classes. Additionally, the Food Studies Assistant may support teaching and learning by working with staff and students in practical classes.

KEY RESPONSIBILITIES:

FOOD ORDERING

- Order food for practical classes
- Order and maintain essential supplies
- Check goods received against invoices and purchase orders
- Ensure food items are stored and labelled appropriately and safely
- Ensure appropriate stock rotation (FIFO)

MAINTENANCE OF LEARNING SPACE

- Manage the laundering and restocking of tea towels, oven mitts, and staff aprons
- Support classroom teachers by distributing linen for practical classes
- Organise and log maintenance of Food Studies equipment including:
 - Liaising with maintenance staff for scheduled servicing of electrical equipment
 - Organising annual knife sharpening
- Perform daily cleaning tasks including:
 - Using and maintaining the dishwasher
 - Emptying bins and replacing liners
 - Cleaning and sanitising the Food Studies kitchen after the last practical lesson of each day
- Perform regular cleaning tasks including:
 - A general clean on a weekly basis
 - A deep clean every holiday

CLEANING:

DAILY

Espresso machine / coffee grinder

- Maintain and clean area- benches, steam wands

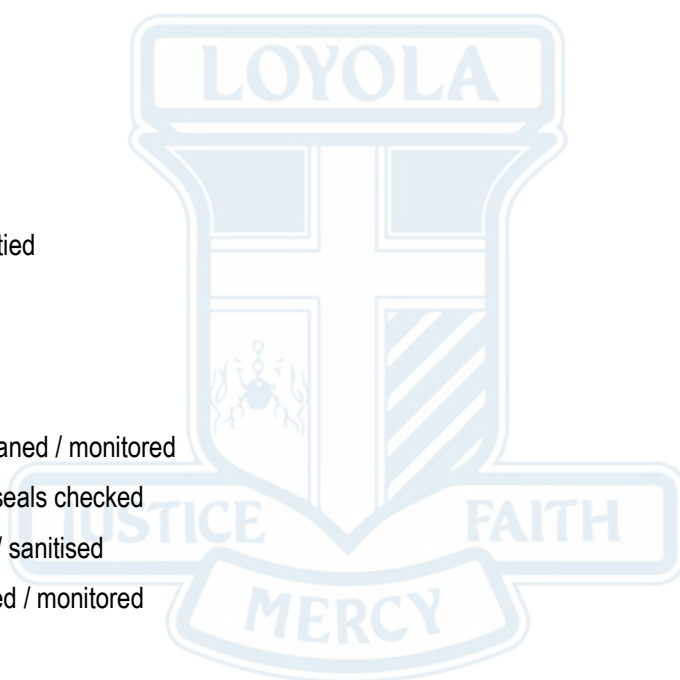
Dishwasher

- Emptied
- Filters cleaned
- Internal parts cleaned especially sides to prevent build up of grime
- All stainless steel surfaces cleaned

Surfaces sanitised

WEEKLY

- Cool room floor, swept & mopped
- Cool room door cleaned
- Cool room compressor overflow emptied
- Glass display freezer doors cleaned
- Glass windows to restaurant cleaned
- Combi-steam oven cleaned
- Food processor blades checked / cleaned / monitored
- Bulk dry goods containers, cleaned, seals checked
- Stainless steel splashbacks cleaned / sanitised
- Ceramic tiled areas cleaned / sanitised / monitored
- Windowsill areas cleaned



REGULARLY / END OF TERM

- Chopping boards sanitised
- Saucepans / trays / woks/ frypans /utensils- visible inspection to discern those requiring handwashing or able to be placed through the dishwasher
- Drawers emptied and cleaned
- Shelves & below benches cleared and cleaned

Commercial ovens

- Cast iron tops placed through dishwasher (fortnightly)
- Drip trays cleaned, re-lined with alfoil – monitor / re-line as required

Deep fryer

- Arrange and store oil as required
- Oil drained through filter paper (re-used where possible)
- Insides of fryer flushed with hot water, air-dried

Salamander

- Surfaces wiped clean
- Drip tray liner replaced

Microwaves

- Interior / exterior cleaned – at least 3 times per term

Industrial mixer & bench

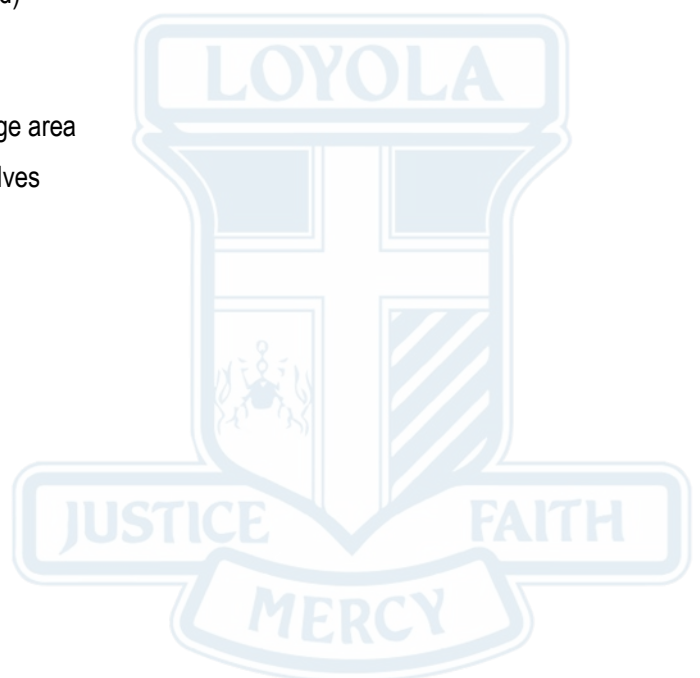
- Cleaned & sanitised (as used/required)
- Guard removed and cleaned (as used/required)

Storeroom

- Store and stack equipment to maximise storage area
- Keep floor area clear to ensure access to shelves

Other:

- Implement safety plan
- Regular update of student allergies
- All goods labelled and stored correctly



CLASSROOM SUPPORT

- Assist students in classes in conjunction with teachers
- For each practical class:
 - Set up ingredients and equipment for teacher demonstrations
 - Set up a class set of ingredients and equipment for students
 - Pack up ingredients and equipment in conjunction with the teacher and students

SAFETY

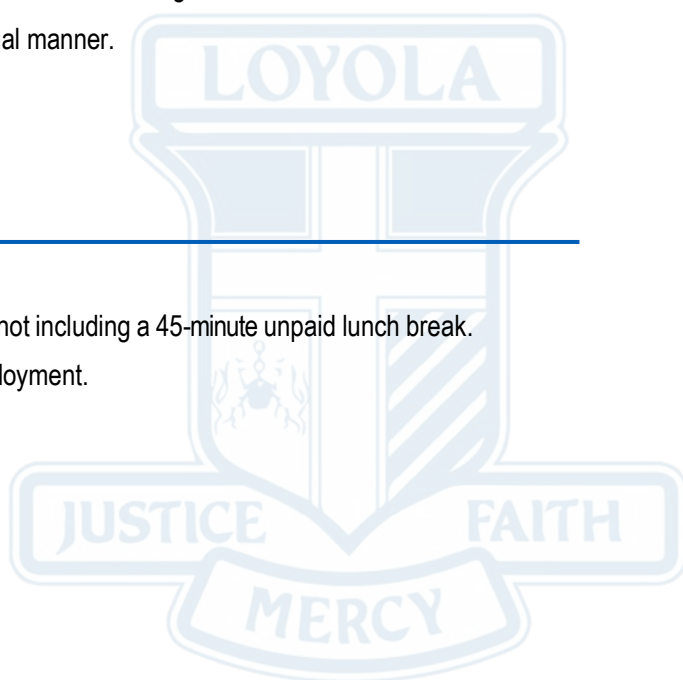
- Support staff in developing safety guidelines
- Safely store hazardous and/or dangerous goods and maintain a manifest of these goods
- Identify and manage hazards as required
- Remove and replace knives daily
- Understand student dietary requirements and prepare food items in accordance with their requirements

KEY SELECTION CRITERIA:

- Must have a current WWCC
- Must have, or be willing to obtain an appropriate First Aid certificate
- Willingness to take ownership of the learning space and processes associated with this role
- Willingness to undertaking professional learning
- Commitment to Ignatian values and Christian service
- High level organisational and administrative skills with the ability to prioritise own workload.
- Ability to work as part of a team.
- Demonstrated initiative and ability to be flexible and adaptable
- Experience within an educational environment would be an advantage.
- Ability to always act in a confidential and professional manner.

CURRENT DUTY/HOURS:

This is a full-time role consisting of 38 hours per week and not including a 45-minute unpaid lunch break.
Hours of duty will be confirmed on commencement of employment.



SALARY, CONDITIONS & BENEFITS:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2022 apply to this position
- Salary will be decided based on experience and qualifications. Superannuation and Leave Loading will be paid as per current Government legislation.
- The position is a full-time Education Support Officer ES **Level 1**
- Category C - - Seven weeks annual leave. One week is taken in each of the Term's break and four weeks are taken at the end of the school year (except that the last week of January is not available for leave).
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options (such as Superannuation) as approved by the Principal

OUR VISION:

Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.

We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith.***

CHILD SAFETY:

The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

VERSION:

September 2025