



ROLE DESCRIPTION for SECONDARY TEACHER AIDE TAS (Hospitality/Food Technology)

Position Title:	Secondary Teacher Aide TAS (Hospitality/Food Technology)	Date:	Last reviewed 27/07/2022
Section:	Secondary (TAS)	Reports to:	Principal's Executive Assistant Curriculum Leader
Supervises:	Hospitality/ Food Technology Students in conjunction with the Teacher.	Contract Type:	Term-time and as indicated on employment contract

PURPOSE OF POSITION

The Secondary TAS (Hospitality/Food Technology) Teacher Aide works as part of the TAS Faculty team to assist the Curriculum Leader (TAS) and other staff with the delivery of practical food lessons for students in Years 7 to 12, with regard to the main areas outlined below.

KEY RESPONSIBILITIES

Maintenance and service of Hospitality Kitchen (E2) and Food Technology Room (F3)

- Set-up food requirements for all practical classes in reference to the teaching timetable. If practical setup is required on days other than regular work days for this role, organise other staff to carry out these functions.
- Organise cupboards/pantry.
- Organise fridge/freezers.
- Maintain equipment and follow up with Food/Hospitality teachers and report any concerns to the Curriculum Leader (TAS).
- Oversee completion of washing/drying in both laundries.
- Maintain the kitchen bays in both rooms, including equipment supplies, hygiene and cleaning of ovens.
- Understand and comply with the School's/TAS WH&S procedures and report issues directly to the Curriculum Leader (TAS), School's Maintenance Team and WHS Working Party as appropriate.
- Maintain the Chemical Register for both rooms.

Food Ordering

- In conjunction with Food/Hospitality Teaching Staff, order (online weekly ordering process) or purchase ingredients for all practical classes.
- Maintain a computer database of all recipes and ingredients.
- Check stock in pantry/fridge/freezers against requirements and use by dates.
- Order in bulk where possible.
- Place orders with suppliers when required.
- Purchase quality cheaper ingredients where possible.
- Maintain list/contact details of suppliers.
- Check purchases against invoices and allocate to relevant practical classes for billing purposes.
- Keep order book up to date.
- Provide documentation of purchases.
- Store materials where appropriate and possible.

Assistance

- Provide assistance to Hospitality and Food classes as scheduled.
- Maintain on file a copy of all recipes and order sheets.
- Wash, dry and re-pack School's Sports shirts into respective team bags.
- Wash, dry and re-stock School's Sick Bays/office items.
- Attend meetings as required.

REQUIREMENTS

1. Actively support, especially by personal example, and encourage others to support the Christian vision, mission, aims and ethos of the School.
2. Attend School activities, functions and events, including those held outside of School hours (unless excused by the Principal), particularly those activities, functions and events involving or related to TAS Food Technology or Hospitality classes, as specified.
3. Actively support the School leadership and assist with developing unity, respect and collegiality throughout the School community, by exercising discernment, confidentiality and a consistently positive attitude.
4. Adhere to the Staff Code of Conduct and Child Protection Policy.
5. Promote, through words and actions, harmonious and co-operative relationships among staff, students and parents/caregivers.
6. Exemplify consistent integrity and professional characteristics such as high levels of application, diligence, organisation, communication and teamwork.
7. Model exemplary commitment and skills.
8. Demonstrate good interpersonal skills and a willingness to engage with people in order to develop strong involvement and ownership.
9. Show a desire for continuous self-improvement and innovation, including the integration of ICT.
10. Ensure personal understanding of School policies and procedures and implement them as appropriate, including adherence to policies and procedures documented in the Staff Handbook and relevant Section Handbook (such as the Staff dress code).
11. Display flexibility and the capacity to handle change, especially should other responsibilities need to be undertaken.
12. Ensure currency of Working With Children Check employment clearance with the Office of the Children's Guardian and provide proof of renewal as required.

QUALIFICATIONS and SKILLS REQUIRED

- Working With Children Check Employment Clearance currency
- First Aid currency (at *Provide First Aid* level)
- Punctuality, reliability and flexibility
- Initiative and problem-solving skills
- Good physical fitness and no physical ailments, or details of any relevant illness/injury disclosed on Application for Employment form.
- Competency in Microsoft Office applications and web-based applications (e.g. Office 365, Sharepoint)