

Food Technology Assistant

Classification:	Category B Level dependent on experience
Commencement	January 2026
Employment Status:	Ongoing, part time
Reports to:	Principal, through the Operations Team
Employment Terms:	Employment is in accordance with terms and conditions as outlined in the Catholic Education and Multi-Employer Agreement (CEMEA 2022)

Mercy College

Mercy College is a Catholic Secondary Girls' College with a proud and rich history of education in the local Coburg area and surrounding suburbs.

Guided by the Mercy values of Compassion, Excellence, Hospitality and Justice, we pride ourselves on fostering a community which empowers each student to be inquisitive, courageous and persistent. We respect, value and celebrate each student's unique gifts and all that they bring to our community.

Position Summary

The Food Technology Assistant is responsible for assisting teachers with class preparation, assisting in class, maintaining cleaning, laundry, ordering and receiving of supplies, clean and periodic maintenance of equipment (facilitated by external suppliers).

The Food Technology Assistant also assists in the catering for College events and functions.

Child Safety

Mercy College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Essential Duties and Responsibilities

Daily Duties

- Set up ingredients and equipment for teacher demonstrations
- Set up ingredients and equipment for students – cut and weigh food items and label clearly
- Set up ingredients and equipment for high risk students (as directed by the individual Food Technology Teacher)
- Set up food requirements for practical classes and/or prepare for classes the next day ensuring all Period 1 classes are completely prepared prior to commencement of class
- Be present in the classroom after the demonstration session to assist with food distribution
- Support students, under the direction of the Food Technology Teacher
- Clean up teacher demonstration area and equipment and ensure all equipment is accounted for prior to the next practical class
- Check sinks, ensure bench tops and stovetops have been wiped over and sanitized and all equipment is clean and accounted for
- Inform Food Technology Teacher in the classroom if leaving the practical class for any length of time.

Ordering Supplies

- Collate food orders for food production classes provided by the Food Technology Teachers
- Order food for weekly practical classes using online services or phone orders
- Order cleaning supplies for Food Technology and the staff room
- Check, date and sign off purchases against invoices
- Keep updated lists of food suppliers
- Keep updated records of ordering discrepancies and outcomes
- Rotate stock to prevent wastage
- Maintain records of supermarket and external supplier dockets for the Food Technology Department and catering supplied for other departments

From time to time, the Food Technology Assistant may need to source supplies which (e.g.) cannot be delivered; are speciality items which means travel to and from supplies during work hours.

College Meetings/Events

- Liaise and support College events by working with the College Leadership Team by supporting with set-up, pack down, service, ordering / receipt of catering and when available, working at after-hours events.
- Events include but are not limited to:
 - Parent-Teacher-Student Conferences (Director: Learning and Teaching)
 - Offsite House Swimming and Athletics Carnivals (Sport Convenor and Operations Team)
 - Discover Mercy Open Days and Enrolment activities (Marketing and Admissions Manager)
 - College community events e.g. Academic Awards Assembly and Night of Excellence, Mother's Day Afternoon Tea and Father's Day Breakfast, Student Morning Tea's (Principal's Office)
 - Parent Information Evenings (Director: Learning and Teaching)
 - Internal Meetings

- Liaise with volunteers to ensure they have been inducted into the Food Technology area e.g. ensure they know how to use the equipment; where supplies are stored etc.

General Requirements

- Meet with the Operations Team on a weekly basis
- Assist Food Technology Teachers with tasks including photocopying as required
- Record ingredient stock, class recipes, teacher timetables and orders using Foodie Education (a web based solution for food ordering, lesson scheduling and shopping list creation, built for school food departments).
- Store all food ingredients appropriately and ensure an adequate level of food ingredients are maintained and stored safely in the storage areas
- Label and date leftover foods
- Launder, fold and put away tea towels, oven mitts, dishcloths and aprons
- Launder and maintain tablecloths used for all school functions
- Launder and iron items for other departments e.g. prayer cloths, sick bay blankets, second hand uniforms
- Organise and maintain pantry, fridges and freezer
- Maintain all work stations, wiping down units, sinks and stovetops at the conclusion of each day
- Check ovens, microwaves, heater, windows, air conditioner, and ensure kitchens are left tidy at the conclusion of each day
- Notify the Operations Team of any purchases required other than daily food supplies
- Clean food containers after classes and before placing back in the pantry or fridge
- Check staff room regularly for equipment belonging to the Food Technology Department
- Monitor and order staff room amenities of milk, coffee, tea and sugar supplies and replenish tea towels and other cleaning materials.
- Clean the Staff room fridges and microwaves monthly.
- Liaise with Maintenance for general maintenance of the Food Technology Department
- At the conclusion of each school term; end of the school year and the start of the school year:
 - Clean and organize the Food Technology kitchens ensuring all areas are clean and tidy.
 - Check all units for missing equipment
 - Purchase missing equipment once discussed with the Learning Area Leader: Arts and Technology
 - Clean pantry, fridges, freezer (defrost if required) and ovens
 - Undertake extra duties as required for end of term cleaning and requirements
 - Organise knives to be sharpened and Sewing Machines to be serviced
- All surfaces need to be cleaned before the start of the school year
- Dependent on timetabled classes, the Food Technology Assistant may be required to undertake other administration duties, as directed by the Principal or Operations Team.

Safety and Hygiene

- Wear suitable protective footwear (no open toe shoes or sandals) at all times whilst in the kitchen
- Maintain hygiene requirements regarding hair and nails
- Wear clean apron at all times whilst in the kitchen
- Use gloves when preparing ingredients for staff and students

- Conduct temperature checks of cool room, fridges and freezer twice daily (morning and afternoon)
- Maintain records of service to fridges, freezer and ovens
- Maintain the Safety Data Sheets for the Food Technology Department
- Maintain order book for Food Technology orders
- Maintain order book for other departments (e.g. catering orders)

General accountabilities for all staff

- Contribute to a healthy and safe work environment for self and others by complying with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting and anaphylaxis training.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Attend all relevant school activities and meetings as well as professional learning opportunities.
- Demonstrate professional and collegiate relationships with colleagues.

Selection Criteria

The successful applicant must be able to demonstrate the following:

1. Strong organisational, time management and record keeping skills, with an ability to follow processes, prioritise tasks, meet prescribed deadlines and concurrently manage a number of competing tasks.
2. Exceptional interpersonal and communication skills (written and verbal) with ability to maintain relationships.
3. High level of knowledge of food handling requirements including cooking, reheating, cooling and disposing of food, and personal and equipment hygiene practices.
4. Prior food handling/preparation/ordering experience, desirable either in a College/school and/or experience in working in catering/hospitality.
5. Relevant food handling certificate highly desirable (e.g. Department of Health Victoria's food safety course recommended).

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and its status within the College.