



KINROSS WOLAROI
— SCHOOL —

Food Technology and Hospitality Assistant

Candidate Information Pack

Closing Date: 23 November 2025

November 2025



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.



POSITION OBJECTIVES & RESPONSIBILITIES

The Food Technology and Hospitality Assistant will work with teaching staff to ensure that at all times that Room 92 complies with relevant food safety guidelines.

The Food Technology and Hospitality Assistant can expect to liaise with:

- The Principal
- Executive Director, Head of Senior School
- Classroom Teachers
- Head of Department
- External Providers
- Students

POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Ordering	• Manage purchase orders as required • Collate and order required food for each class ensuring sufficient quantities for each student • Maintain an electronic ordering systems • The majority of fruit and vegetables are to be purchased at Harris Farm Market checking quality of produce • Maintain stores of staple ingredients • Maintain paper goods, gloves etc.
Support	• Prepare and set up for practical and demonstration classes according to the requirements of the teacher. • Assist teachers during practical classes and cleaning up at the end of the class. • Measure and divide ingredients as required by the teacher. • Place equipment out on bench. • Assist students as required by class teacher.



Food Technology & Hospitality Assistant – Candidate Information Pack

Key Word	Duties
Maintenance	• Complete daily, weekly, term and yearly tasks as outlined. • Maintain ovens and other large appliances. • Assist with ordering and purchasing new equipment. • Regularly check equipment for repairs, replacement. • Ensure all food storage areas are clean and tidy – refrigerators, freezers and pantry. • Refill soap and paper towel dispensers as required. Daily • Prepare ingredients and equipment for practical classes and demonstrations. • Assist students and the teacher in cleaning up workspaces. • Ensure all equipment has been accounted for, cleaned and stored appropriately. • Sanitise bench tops, tables, sinks and stovetops with an appropriate spray. • Wash and dry dishes from teacher demonstration as required. Weekly • Wipe out stoves, microwaves and refrigerators to make sure they are clean and free of crumbs. • Order and store ingredients and cleaning products. • Maintain cleaning equipment, sponges, scourers, detergent bottles. • Tidy storage areas, both food and equipment. • Clean and record cool room temperature and remove unwanted food items. • Clean and sanitise bins. • General cleaning of all surfaces, splashbacks, window ledges etc. • Clean coffee machine and flush if required. End of Term • Dismantle and thoroughly clean stoves and stove tops. • Thoroughly clean food storage areas, freezer, fridges, pantry, storage room etc. • Defrost and clean fridges and freezer. • Check all use by dates. • Organise the cleaning team to maintain extractors.
Managing Stock	• Coordinate the storing and rotation of food stocks. • Prepare food orders and check deliveries.



Food Technology & Hospitality Assistant – Candidate Information Pack

Key Word	Duties
Laundry	Responsibility for ensuring all tea towels and aprons are collected by the laundry daily.
Other Duties	Other duties as directed by the Head of Department or Executive Director, Corporate & Governance that are consistent with the skills, experience and training of the incumbent

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Executive Director, Corporate & Governance. For day-to-day operational matters the position will be responsive to the directions of the Head of Department (the Supervisor).

SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.



Food Technology & Hospitality Assistant – Candidate Information Pack

Personal Qualities

- **Exceptional interpersonal skills**- able to build positive relationships across diverse teams of teaching and non-teaching staff.
- **Professionalism and initiative**- with a high level of discretion and personal organisation.
- **Calm under pressure**- ready to handle challenges with confidence and a calm manner.
- **Love for hospitality and local produce**- supporting regional food producers and sharing that passion through cooking.
- **Collaborative spirit** – excited to work with staff and students on creative projects and events that strengthen the TAS department.

Essential Professional Criteria

- Formal qualifications are not required, although demonstrated proficiency in undertaking the range of tasks outlined above along with the physical capacity to undertake the duties is required.
- The ability to communicate effectively with supervisors, students and external customer groups
- Have a commitment to a harassment-free workplace and support of colleagues
- Be organised regarding day-to-day routine and detail
- Be punctual and reliable in relation to duty days and times
- Be of good health and physical fitness and able to maintain output in a physical environment

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

APPOINTMENT CONDITIONS

Employment will be offered on the basis of a part-time, ongoing role working 30.4 hours per fortnight throughout the School's academic terms.

Employment will be offered subject to a period of probation, defined as six months in accordance with *the Fair Work Act 2009* (Cth).

The terms of employment are governed by the *Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025* (CMEA) as it applies from time to time, or any industrial instrument that replaces the MEA.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.



APPLICATION

To make a confidential enquiry about the position, please contact the Human Resources Department on recruitment@kws.nsw.edu.au.

To apply for this exciting role, please submit the following to recruitment@kws.nsw.edu.au:

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Essential Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

Referees will not be contacted without your prior agreement.

or addressed to

Human Resources
Kinross Wolaroi School
Locked Bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.