POSITION DESCRIPTION

FOOD TECHNOLOGY ASSISTANT

ABOUT THE COLLEGE

Victory Christian College is a Prep to Year Twelve College, which caters for individual needs and interests within a caring and disciplined environment. We provide a strong academic and diverse curriculum, which engages students and challenges them to achieve their best. At Victory, students are encouraged to develop a personal relationship with God and to understand that through this relationship, they have a life filled with purpose and promise.

Victory Christian College is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction, in a Christ centred environment in which the spiritual, academic, social and physical development of the individual can be fostered in harmony with the home and the church community.

We believe that the Bible, comprising the Scriptures in the Old Testament and New Testament, teaches the truth about essential beliefs of the Christian faith including who God is, who Humanity is, what the Gospel is and what response God requires from his people.

We believe that the ultimate meaning and purpose of life rests in Jesus Christ and His work on the cross. The College is a beacon of hope, built upon the foundation of the redeeming love of God through Jesus Christ.

The College plays an important role in the formation of students, at the invitation of their parents - in leading and nurturing them, spirit, mind and body, to lay hold of their unique purpose and potential in God's world, and to equip them for a life of fulfilment and significance. It is the aim of the College that graduating students will be transformational in their future callings and vocations.

The College is dedicated to continuous improvement and maintaining a high achieving learning environment. An expert and passionate staff implement a rigorous engaging curriculum, which enables and equips students to achieve academic success.

The well-resourced workplace at Victory has a strong and supportive team ethos. It allows staff to flourish professionally and personally and is characterised by encouragement, challenge and acceptance of the individual.

Our staff members share the College vision and are encouraged to continuously develop their own professional skills and faith, thereby being equipped to facilitate students' learning and personal growth.

COLLEGE VISION

Victory Christian College is committed to sharing Christ's love and pursuing academic excellence in a dynamic community, which fosters creativity and personal success.

Victory Christian College builds leadership, hope, compassion and self-discipline through a safe and nurturing environment.

CHILD SAFE STANDARDS

VCC is committed to creating and maintaining a child-safe and child-friendly environment, where children and young people are safe and feel safe. It is vital that we are diligent ambassadors for child safety as an expression of our Christian values and ethos.

Our approach to child safety, including our specific legal obligations, are detailed in our Child Safety and Child Protection Policies. All are available on the College Website:

https://www.vcc.vic.edu.au/policies-and-publications

POSITION DETAILS

Food Technology Assistant

CAMPUS PLACEMENT

Strathdale Campus

DESIRABLE SKILLS & QUALIFICATIONS

- Strong organisational skills
- Attention to detail and ability to follow detailed procedures
- Basic knowledge of food safety and hygiene practices
- Ability to handle kitchen equipment safely and efficiently
- Experience in managing stock and inventory
- Familiarity with procurement systems and ordering processes
- Effective communication and teamwork with teachers and students
- Ability to multitask and prioritise duties in a fast-paced environment
- A 'can do' attitude; Displaying flexibility, initiative and resourcefulness
- Current Food Handlers Certificate
- Level 2 First Aid Qualification
- Current Drivers Licence
- Working with Children Check
- Anaphylaxis In Schools Certificate
- Asthma In Schools Certificate

DUTIES

- Maintain food hygiene standards
- Coordinate weekly recipes with the teacher and ensure proper ingredients are ordered and stocked
- Manage inventory by checking pantry and fridge supplies before ordering
- Process purchase orders through an approval system and ensure proper documentation is lodged and maintained
- Set up and prepare workstations for practical cooking classes
- Ensure cleanliness by washing, drying and folding aprons, towels and washcloths after each class
- Monitor and maintain kitchen equipment, including dishwashers, ovens and microwaves
- Perform deep cleaning tasks at the end of each school term, ensuring all kitchen areas and appliances are thoroughly cleaned.
- Follow College Policies and Codes of Conduct
- Implement strategies that support a positive and Child Safe learning environment.
- Other duties as directed by the Principal, Food Technology Teachers or their delegate.

REMUNERATION

Time Fraction: Part-time, 0.75 EFT. 8:30am-4:00pm 4 days per week (negotiable).

Victory Christian College is a respondent to the *Educational Services (Schools) General Staff Award 2020*. Employer Superannuation contributions (12%) and other entitlements as listed under this Award. Support staff salaries are paid at 10% above Award rates**.** Staff may salary sacrifice additional Superannuation.

Award Classification: Level 3.2 $65,208 EFT

COMMENCEMENT DATE

Thursday 21st January, 2027.

APPLICATION PROCESS

Applicants are asked to submit the following:

1. Please submit the following via email (careers@vcc.vic.edu.au):
    - Letter of introduction
    - Current Curriculum Vitae
    - The email and telephone contact details of four referees (two professional, two personal)
    - Response to the following Key Selection Criteria
    - Signed Child Safety Code of Conduct Declaration
    - Proof of Working with Children check clearance
2. Complete the Application Form in Google Forms: Click here to access the Application Form

KEY SELECTION CRITERIA

1. Demonstrated ability to manage multiple tasks effectively, prioritise duties and work within set timeframes to ensure tasks are completed efficiently.
2. Proven attention to detail, ensuring tasks are performed to a high standard, with accuracy and consistency, particularly in following procedures and maintaining workspaces.
3. Demonstrated capacity to take initiative in completing tasks independently, ensuring that responsibilities are met without constant supervision.
4. Understanding of and commitment to maintaining safe working environments, adhering to health and safety guidelines, and promoting best practices in the workplace.
5. Ability to work collaboratively with teachers and students, providing assistance where required and ensuring smooth class operations
6. Demonstrated Christian Faith and maturity and a high level of commitment to the Christian ethos and values of Victory Christian College.

APPLICATION SUBMISSION

Applications close **Monday 16th November, 2026 at 9.00am.**
Applications to be emailed to careers@vcc.vic.edu.au

INTERVIEWS

Shortlisted applicants will be invited to attend an interview.

INFORMATION RELEVANT TO THE ROLE

Please read these documents before submitting your application:

- Conditions of Employment
- Victory Christian College Statement of Faith