

## POSITION DESCRIPTION

### EDUCATION SUPPORT – FOOD TECHNOLOGY ASSISTANT

#### POSITION DETAILS

- Ongoing Position
- Time Fraction 0.65ft – 25 hours per week, over five days
- Commencement Date: January 28<sup>th</sup> 2020
- Award: Educational Services (Schools) General Staff Award 2010
- Classification: Dependent on Experience and Qualifications

#### DESIRABLE QUALIFICATIONS AND SKILLS

- Certificate: *Use Hygienic Practices for Food Safety SITXFSA001* (or Higher)
- Experience with stock maintenance and rotation
- Appropriate skills in Literacy and Numeracy to collate recipes
- ICT skills required for record-keeping and ordering procedures
- Ability to work independently
- Strong organisational and time management skills
- Excellent interpersonal skills to work effectively with staff, students and local suppliers
- Working with Children Check
- Current Driver's Licence

#### DUTIES

- Assisting Food Technology teachers to prepare for classes
- Maintaining hygienic and safe kitchen practices
- Recipe collation and food ordering
- Stocking and storage of food
- Cleaning kitchen equipment and surfaces
- Restocking and cleaning of staff area kitchens
- Laundering

#### CHRISTIAN FAITH

All Staff at Victory Christian College are employed on the understanding that they are Christians with an active faith, and as such are connected to, and regularly attend a local church.

#### REMUNERATION

Victory Christian College is a respondent to the *Educational Services (General Staff) Award 2010*. Remuneration is commensurate with level of responsibility, plus 9.5% Employer Superannuation contributions and other entitlements as listed under this Award. General Staff salaries are paid at 10% above Award rates.

#### ABOUT THE COLLEGE

Victory Christian College is a Prep to Year Twelve College, 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.

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.

The College has an overarching priority that all children in our care are safe, feel safe, and that child abuse is non-existent in our community.



## **CHILD SAFE STANDARDS**

Victory Christian College is a child safe environment. Our college actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards as outlined in our Child Protection and Safety Policies and Child Safety Code of Conduct.

## **APPLICATION PROCESS**

Applicants are asked to submit the following:

- Letter of introduction
- Current Resume
- The contact details of three referees
- Responses to the following Key Selection Criteria.

## **KEY SELECTION CRITERIA**

1. Relevant experience and skills in catering, food preparation, cleaning etc.
2. Demonstrated ability to work successfully as part of a team, and willingness to follow instructions.
3. Capacity to complete tasks efficiently and under tight time constraints.
4. High level communication and interpersonal skills which foster positive relationships with others.
5. 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 13<sup>th</sup> January 2020, 9.00am**

Applications to be emailed to [janelle@vcc.vic.edu.au](mailto:janelle@vcc.vic.edu.au)

## **INTERVIEWS**

Shortlisted applicants will be invited to attend an interview. Interviews will take place between 16<sup>th</sup> and 17<sup>th</sup> January 2020.