



Position Description

Food Technology Assistant

Emmaus Assistants are responsible to the Principal through the Head of Secondary.

Job Purpose Summary:

The role of the Food Technology Assistant is to assist the Teacher in the smooth operation of the Food Technology Room.

Key responsibilities and accountabilities:

Food Rooms Servicing

- Where possible set-up food requirements for all practical classes in relation to space, timetable and equipment.
- Organise cupboards/pantry.
- Organise fridge/freezers.
- Maintain equipment and follow up with Co-ordinator and concerns.
- Oversee laundry completion – where possible.
- Prepare commercial kitchen with equipment supplies, hygiene and cleaning products within mandatory VET standards.

Food Ordering

- In conjunction with teacher, purchase ingredients for all practical classes.
- Print and store all provided documentation by the Food Technology teacher including recipes, resources and any other relevant information.
- Check stock in pantry/fridge/freezers against requirements and use by dates.
- Dispose of surplus or out of date products responsibly.
- Order in bulk where possible.
- Purchase quality inexpensive (where possible) ingredients and equipment.
- Keep list/contact details of suppliers.
- Prepare purchase orders.
- Purchase cookbooks/magazines when published. Cut and file relevant recipes/articles.
- Store materials where appropriate and possible.



Assistance

- Provide assistance to all classes where necessary or possible.
- Keep on file a copy of all recipes.

Requirements

- Vehicle (required to collect ingredients)
- WWVP Card
- Food Handling Certificate (can be obtained once employment commences)



Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

Values

1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person—body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instil in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.