



WHITEFRIARS  
CATHOLIC COLLEGE FOR BOYS

## Food Technology Assistant

Title	Food Technology Assistant - Wednesdays
Classification	Education Support Officer – Level 2, Category B
Appointment duration	0.2 Part-time contract (Wednesdays) – Semester 2, 2024
Reviewed	January 2024

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

### Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

**Whitefriars College** is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

## Overview

The primary objective of the Food Technology Assistant is to deliver a high quality Food Technology support system for the teaching staff, non-teaching staff, students, parents and members of the wider College community. The Food Technology Assistant works in collaboration with the Learning Leader - Science & Technologies and the Food Technology teachers to ensure that all Food Technology classes are conducted in a safe and effective manner. The Food Technology Assistant is also responsible for ensuring that all Food Technology equipment and supplies are maintained in accordance with the required safety regulations.

## Attributes

- Capacity to undertake routine support tasks across a range of functions within a school environment, particularly the Food Technology Department.
- Demonstrated proficiency in the use of Food Technology related equipment as relevant to the position
- Capacity to work cooperatively with a range of people including teaching staff, Learning Support Officers, students and parents
- A commitment to professional learning and growth
- Demonstrated highly developed interpersonal and communication skills, including a capacity to develop constructive relationships with students, staff and parents
- Commitment to the Carmelite mission and vision, the Catholic ethos of our college, the Learning at Whitefriars policy, and to the Safety and Wellbeing of children

## Key Responsibilities

- Ensure that all aspects of the Food Technology Centre reflect best industry practice
- Ensure that the Food Technology Centre is a safe workplace and satisfies all current Occupational Health & Safety requirements
- Manage and maintain accurate and up to date financial records
- Manage the ordering of all Food Technology supplies in an efficient manner
- Liaise with Food Technology teachers to produce weekly orders for all classes
- Liaise with Food Technology teachers to ensure that requested supplies are suitably prepared and available on time
- Oversee compliance with the Whitefriars College Healthy Food Policy
- Liaise with the First Aid Manager to oversee compliance with the Whitefriars College Anaphylaxis and Asthma policies
- Provide technical support for Food Technology teachers
- Assist with Food Technology related promotional activities
- Conduct a yearly stocktake of Food Technology resources
- Assist at related promotional events where necessary.
- Assist teachers in supervision of students when necessary
- Maintain cooking equipment in a safe and effective manner
- Maintain and clean all cooking equipment, crockery, cutlery, saucepans and sundry utensils
- Launder tea towels, dishcloths, etc. used in the Food Technology Department
- Maintain clean, hygienic food work surfaces and environments
- Other relevant duties as directed by the Learning Leader - Science & Technologies

## Terms and Conditions

**Hours of Duty:** 8.30am – 4.30pm (inclusive of half hour lunch break)

**Days of work:** Wednesday (Term time only)

All other terms and conditions as per the Whitefriars College conditions of employment agreement within the Victorian Catholic Education Multi Employer Agreement (2022 VCMEA).



## Application

Applicants should submit:

- A covering letter of no more than one page outlining why the application is being made for the position
- A response of no more than one page on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to:

**Mr Greg Stewart**  
**Acting Principal of Whitefriars College**

and emailed to [employment@whitefriars.vic.edu.au](mailto:employment@whitefriars.vic.edu.au) no later than **4pm on Friday 12 July 2024**.

Any enquiries regarding the role should be directed, in the first instance, to Ms Kelli Joiner, Executive Assistant to the Acting Principal on 9872 8200.