

ROLE DESCRIPTION	
ROLE TITLE	Food Science and Technology Assistant
DEPARTMENT	Technology
INDUSTRIAL AGREEMENT	<i>WA Catholic Schools Support Staff Enterprise Agreement 2024</i>
ACCOUNTABLE TO	Vice Principal
DIRECTION FROM	Leader of Learning Technologies
FTE	• 40 weeks per year (term time only) • Hours are Wednesday to Friday 8am to 4pm (22.5 hours per week) • Part-Time 0.513 FTE Classification: Administration and Technical Officers, Level 3
Role updated	September 2026

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

The Food Science and Technology Assistant contributes to the effective delivery of planned education programs in the Technology Learning Area by providing staff with essential practical and administrative support.

ROLE RESPONSIBILITIES

Actively Support College Operations

- Compliance with all relevant legislative and regulatory obligations.
- Completion of administrative and operational activities in alignment with College requirements.
- A willingness to undertake tasks as requested by the Principal or their delegate.
- Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.

Challenge — Collaborate — Create — Celebrate

Food Science Responsibilities:

The Food Science and Technology Assistant shall assist in all aspects of food production including, but not limited to:

- Providing and maintaining a safe working environment, ensuring compliance with workplace health and safety legislation.
- Ensuring a thorough awareness of food handling and hygiene best practices and requirements are followed including, but not limited to:
 - thorough daily cleaning of the food preparation room and food science classrooms.
 - daily washing, drying and replacement of dish cloths and tea towels.
 - regular cleaning of refrigerators, ovens, hot plates and storage area.
 - conducting a thorough clean of refrigerators, ovens and all kitchen equipment at the end of each term.
- Preparing ingredients and utensils required for practical food lessons including, but not limited to, the weighing, measuring and labelling of ingredients.
- Photocopying recipes and other materials.
- Checking food inventory throughout the week and compiling a bulk order shopping list for the following week's practical lessons.
- Rotating food stock.
- Ordering food using the customised school web-based application, My Recipe Manager.
- Checking incoming food deliveries against invoices and advising suppliers of any discrepancies.
- Assisting with catering requirements of College functions as required.
- Some incidental assisting of students during practical food lessons if required.

Textiles Responsibilities:

The Food Science and Technology Assistant shall provide assistance in the area of textiles including, but not limited to:

- Assisting with the preparation and setting out of textiles and fabrics for practical lessons.
- Sourcing best quality and best priced materials and equipment.
- Monitoring and maintaining haberdashery stock levels.
- Organising the regular servicing and maintenance of sewing machines and overlockers.
- Ensuring overlockers are rethreaded in readiness for practical lessons.
- Assisting in the cleaning of textiles rooms and the checking of equipment at the end of practical lessons.
- Photocopying as required.

Other Duties:

- Prepare materials for practical components of Children, Family and Community and Child Development courses as requested.
- Undertake other duties as directed by the College.

EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Schools Australia Policy Statements.
 - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

ROLE CRITERIA

Essential Criteria:

- First Aid Certificate
- Knowledge of hygiene requirements in the food and hospitality industry
- Knowledge of sewing and textiles
- Experience working within a school environment or commercial food handling setting
- Proficient technology skills
- Well-developed interpersonal and influencing skills, enabling harmonious and positive relationships with all
- Sound written and verbal communications skills
- Highly developed time management and organisational skills
- Able to multitask and calmly work under pressure
- Demonstrated ability to work autonomously and as part of a team
- Able to problem solve and use initiative
- Able to maintain strict confidentiality
- Working with Children Screen Check
- Nationally Coordinated Criminal History Check