



ROLE DESCRIPTION

Food Technology and Hospitality Assistant

Position Title	Food Technology and Hospitality Assistant
Reports To	Food Technology Coordinator Office Manager
Direct Reports	N/A
Position Level	School Assistant Level 2

PURPOSE OF THE ROLE

The Food Technology Assistant works collaboratively as part of the Food Technology Department under the guidance of the Coordinator.

This position requires initiative, strong organizational, time management skills as well as food preparation experience to support Food Technology staff.

DUTIES

- Order, purchase, receive and storage of consumables as required.
- Preparation of food items for practical and demonstration lessons ensuring that food safety processes are adhered to.
- Audit stock levels, ensuring basic items and consumables are always in stock and that stock is rotated and 'in-date'.
- Liaise with teaching staff re recipes and practical lesson schedules.
- Ensure facilities and equipment are always clean and in working order.
- Maintain and purchase cleaning products appropriate to the food service industry.
- Maintain high levels of compliance with regard to Work Health and Safety protocols such as auditing chemicals and maintaining the Safety Data Sheets and chemical register as well as promoting a safe environment for staff, students and visitors.
- Coordinate the maintenance, repair and replacement of equipment.
- Monitor the department budget, process invoices and reconcile credit card statements.
- Assist with the kitchen garden.
- Provide support at community functions and events as required.

- Additional duties as directed by the Coordinator or Office Manager.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE/SELECTION CRITERIA

- A willingness to support the MSC ethos and values.
- Appropriate qualifications such as Food Safety Supervisor Certificate, commercial catering or hospitality food preparation and/or relevant experience.
- Knowledge of purchasing and stock control.
- Ability to work effectively and manage busy workloads as part of a team or individually with limited supervision and flexibility.
- Excellent interpersonal skills and proven ability to form positive, friendly and professional relationships with all stakeholders.
- Strong organisation skills.
- Proven ICT knowledge and skills in the use of the Microsoft Suite of Applications including Excel, Word and Forms.
- A solid knowledge of WHS requirements.
- Capacity and willingness to learn new technical skills and participate in Professional Learning.
- First Aid qualification or the willingness to obtain.
- Hold a current ACT Working with Vulnerable People card.
- Fully vaccinated for Covid-19.

Conditions: The salary will be determined according to qualifications and experience and according to The Support Staff Enterprise Agreement.

Updated November 2022