



Role Description: Technology Assistant

Reports to: Business Manager

Responsible to: HOD Technology
TIC Environment

Functional relationships with: Technology Department staff, students and support staff

Responsible for:

- The hygiene and safety within all areas of the Technology Department.
- Resource purchasing as required by the Technology Department
- Oversee resource requirements and equipment maintenance of Compass Café
- Monitor catering equipment and hospitality resources
- Laundering of technology resources
- Ensuring stock is replaced on regular basis and regular cleaning of food areas
- Administrative duties to assist HOD and staff

KEY TASKS	EXPECTED OUTCOMES
1. Ensuring safety standards are maintained for staff and students ensuring hygienic practises are prioritised and maintained to prevent illness.	Food hygiene and safety practices are carried out in the classroom and pantry areas. Cover and store fresh and perishable foods appropriately. Report any potential hazards accordingly.
2. Resource purchasing for Food Technology Pantry : CG6, Refrigerator/freezer : CG6, Chiller : CG4 To ensure that supplies are purchased in sufficient time for practical lessons a current drivers licence is essential as you will be required to leave the school grounds to purchase these supplies.	Establish systems that will enable efficiency in the operations of the foods area to ensure that teaching programmes continue consistently. Purchase, deliver, unpack and store supplies according to the food order, checking against online purchase order, submitting receipts/invoices to finance office. Maintain stocks of essential basic ingredients and any low stock items replenished. Maintain system of food storage in pantry area that is clearly labelled, easily accessible according to like products and equipment. Teacher labelled food boxes (classroom and refrigerator) used to store specifically ordered ingredients. CG4 chiller checked and cleaned regularly storing Compass Café supplies. Ensure all linen and apron supplies are laundered and replaced as required. Assist with cleaning tasks as required.

3. Oversee Compass Café for resource requirements and equipment maintenance.	Ordering stock as required including milk order for regular delivery. Appliances are serviced regularly as required. Dishwasher is emptied following café use. Ensure Barista aprons are clean and available for café service. Appliances stored and regularly checked to ensure in working order.
4. Maintaining catering and hospitality equipment and resources.	Store and maintain stock of catering and hospitality equipment. Ensure CG4 hospitality area is prepared for cookery activities. Provide catering supplies for special school events. Ensure chefs uniforms are checked for cleanliness and stored appropriately.
5. Laundry requirements for technology areas	Ensure all washing and drying of resources is completed daily, folded and stored appropriately. All cleaning supplies stocked and surfaces clean at all times.
6. Purchasing and monitoring of textiles resources	Establish systems that will enable efficiency in the operations of the textiles area to ensure that teaching programmes continue consistently. Purchase, deliver, unpack and store supplies according to the textiles order, checking against online purchase order, submitting receipts/invoices to finance office. Work with department staff to manage, organise and prepare resources as required for student work. Assist with sorting of textile resources, displaying posters and student work. Monitor and check equipment and arrange for any minor maintenance and servicing to be carried out as required. Maintain textiles storage areas in an organised and efficient manner.
7. Ensure stock is replaced on regular basis and regular cleaning of all areas.	Carry out daily tasks to ensure the consistent running of teaching programmes by: Check detergent, paper dispensers, sanitiser and hand soap supplies are replenished, check sufficient supply of tea towels for crockery, prepare any ingredient requirements for cookery lessons. Check teacher practical schedules and assist with packing away of ingredients & containers and cleaning equipment used by teacher. At the end of each week collate food orders to ensure all food technology requirements for following week's practical lessons are in place, ordering food requirements after checking current supplies in pantry, refrigerator, freezer. Check refrigerators for stored food and cover appropriately in containers. At the end of term check refrigerator for storage of food items, disposing appropriately. Clean refrigerator shelves. Check freezer for broken packaging and storage of food. Provide cleaning supplies and cloths for term classroom clean in all food rooms. Ensure pantry is left clean and organised. Check kitchen units for utensils and equipment and replace as necessary.

8. Administrative duties	Administration of filing, resource labelling, laminating and binding as required. Submitting photocopying requests to administration staff. Assist with reconciliation of monthly budget reports, filing invoices and receipts. Ordering stationery and resource supplies for all technology staff. Ensure that a regular inventory is kept of all technology resources in preparation of end of year stocktake. Assist with classroom displays of students work.
9. Environmental administration	Assist in the effective environmental support for wastewise administrative tasks as required.

Limitations of Authority

Changes to procedures or routines must receive prior approval from the Principal. The Principal may make changes at any time in consultation with yourself and the Business Manager.

Conditions of Employment

This position is 25 hours per week, term time only.

Technology: 24 hours per week

Environment: 1 hour per week

Hours of work :

Rate of Pay:

Employment conditions are in accordance with the Support Staff in Schools Collective Agreement:

Grade B : \$ per hour.

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Reviewed:	August 2016	Louise Moore, Principal
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Technology Assistant

Person Specification

Sancta Maria College is a Catholic Integrated School (Years 7-13) that is committed to preparing our students to embrace the future by providing a complete Catholic education in a safe, nurturing community, shaped by our vision.

- Demonstrates and supports our Special Catholic Character
- Is able to work with a team of Technology staff in an effective and efficient manner.
- Can maintain professionalism and confidentiality
- Builds supportive, collegial relationships with all staff and students.
- Has excellent listening, verbal and written communication skills.
- Work is completed to a high standard
- Is time-efficient, resourceful and effective
- Has and uses initiative
- Is a high-level thinker and will respond to tasks independently
- Can multi-task
- Fosters positive relationships with others
- Enjoys working in a learning environment that has a diversity of cultures
- Presents well
- Must hold a current drivers licence and be willing to carry out school business as required (mileage as per collective)