



POSITION DESCRIPTION

Position: Employee Assisting Student Learning – Practical Arts

Status: Part time, Term time

Classification: School Officer Level 3

Date: November 2022

Purpose of Position:

Under the limited supervision of the Head of Department provide support and assistance to Teachers in ordering food and textile items and preparing for class work and weekly functions and events.

Key Characteristics:

These include the ability to:

- Demonstrate effective interest in working with Adolescence and a passion for working with food and fashion environments;
- Demonstrate a capacity for;
 - working efficiently unsupervised
 - effective time management and self-organisation
 - working in a small team environment and responding/adapting to an environment that is often demanding and busy
 - flexibility with working hours when required
 - following directions given by Head of Department and Teacher-in-Charge
- Communicate effectively with staff and students in a way that
 - upholds the dignity of the individual and contributes to the Mission of the College
 - demonstrates tolerance, patience, tact and discretion
 - maintains confidentiality
- Practice a high level of personal and professional hygiene
- Apply knowledge and demonstrated practise of textile fashion skills and food preparation skills
- Exercise some discretion and judgement in the selection of equipment, products and organisation of support services
- Complete a range of tasks in a variety of contexts with some complexity required in the extent and choice of actions required
- Works within routines, methods and procedures

Supervision:

Work performed with limited supervision provided by the Head of Department.

Teachers-in-Charge of a Practical Arts class will clarify expected outcomes of support services related to their respective class.

Supervision of Others:

- Peer assistance may be provided to others
- Supervision of subordinate staff does not apply

Qualifications:

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience deemed by the employer as necessary to successfully carry out the duties of the position.

Desirable Qualifications:

- Trainer & Assess Qualification or the desire and ability to obtain such
- Bus licence (LR) or the desire and ability to obtain such

Desirable Experience:

- Experience as a Trainer and Assessor
- Experience on espresso coffee machines
- A skill set in fashion/design

Typical Duties

Typical duties performed include, but are not limited to:

- Ordering supplies (food and textiles) source reliable and economical suppliers
- Checking materials and equipment on arrival then process and store according to College procedures
- Maintaining organisational and cleanliness of kitchens, storage areas, classrooms, textiles room, veranda and sewing machines and large kitchen appliances of the McGrath Centre
- Implementing and maintaining the required Food Safety Program records
- Maintaining and updating the SDS records on all chemicals
- Identifying maintenance issues and reporting to maintenance in a timely manner according to WHS policies.
- Setting up food and textiles supplies/equipment for practical cookery lessons/textile lessons
- Performing a general tidy of class activities as required
- Performing minor food preparations tasks for an upcoming function or classes
- Designing, printing and distributing menus for functions, correlate client orders, dietary requests and calculate commodities
- Co-ordinating function requests and communicating with clients
- Setting-up function spaces to satisfy client requests
- Co-ordinating cleaning and laundering of tea towels, aprons, hats, chux daily.
- Maintaining hand washing facilities i.e. refilling paper towel and soap
- Conducting annual equipment stock takes and proposing replacement items for Annual Budget development
- Preparation of cleaning roster for classes at the start of each term
- Photocopying of teacher resources
- Administration of petty cash, external invoices, internal paper work for invoice functions, cost analysis of menus.
- Supervision of small groups of students in the kitchen and textile environment under the limited supervision of the teacher or the Head of Department and within existing routines, methods and procedures
- Supporting teachers and students in practical lessons as directed by class room teacher
- Performing word processing and electronic file management
- Filing of student paper work

General Terms of Appointment

- Be supportive of the Catholic ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Possess and maintain a current positive notice blue card for child related employment.
- Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.