

Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Role Summary

Position: Food and Materials Technician

Responsible to: Head of Learning Area Technologies

Job Purpose: The Food and Materials Technician reports to the Head of Learning Area Technologies and is responsible for providing technical, operational and administrative support to the Technologies Learning Area, with a primary focus on Food Science and Technology, and related practical education programs Including Fabrics and Children, Family and Community.

Responsibilities

General Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. Work collaboratively with teaching and support staff to ensure the efficient operation of the Technologies Learning Area through high-quality technical and operational support that enables the effective delivery of Food, Fabric and Childcare education programs within the Technologies Learning Area, ensuring safe, efficient and engaging practical learning experiences for students.
3. Ensure that food and fabric preparation areas, equipment and materials are safe, appropriately maintained and readily available for student use.
4. Contributes to College and community events, student showcases and curriculum activities.
5. Support student wellbeing and maintain a safe and inclusive learning environment.
6. Demonstrate a commitment to child safeguarding, professional conduct, and the values and ethos of the college.
7. Undertake other duties reasonably directed by the Head of Learning Area Technologies or the Executive Team.

Technical Support for Teaching and Learning

1. Accurately prepare and coordinate equipment, ingredients, materials and resources required for Food Science and Technology, and other food-related practical lessons and assessment activities.
2. Provide technical support to teachers and students during practical classes, ensuring resources are available and learning activities are conducted safely and effectively.
3. Assist teaching staff with the preparation, organisation and implementation of practical learning activities.
4. Prepare and organise food ingredients, fabric materials and equipment and learning resources to support curriculum delivery within the Technologies Learning Area.
5. Maintain and monitor freezing and defrosting ingredients, including ingredient disposal for practical lessons
6. Ensure intensive cleaning of all rooms is completed at the end of each term
7. Assist during lessons for extra ingredients/equipment
8. Setting up ingredients and equipment for practical lessons
9. Assist with programming, servicing, charging and producing reports of the Real Care babies

Procurement Management

1. As required, manage the ordering, receipt, storage and distribution of food, fabric,, equipment and consumables required by the Technologies Learning Area.
2. Monitor and maintain appropriate stock levels, including specialised food resources required to accommodate student dietary, allergy, cultural and religious requirements.
3. Conduct regular stocktakes and maintain accurate inventory records for equipment, consumables and other assets.
4. Source quotations and purchase resources in accordance with college policies and approved budgets.
5. Assist the Head of Learning Area Technologies with budget monitoring and the identification of future resource and capital equipment requirements.

Facilities and Equipment Management

1. Actively supports the ongoing development and enhancement of food preparation and textiles facilities, ensuring that learning environments remain contemporary, well-resourced and aligned with educational and industry practices.
2. Maintain foods and textiles facilities to a high standard of cleanliness, organisation and operational readiness.
3. Ensure kitchens, fabrics room, storerooms and preparation areas are maintained in a safe, orderly and functional condition.
4. Monitor the condition, cleanliness and safe operation of equipment and arrange servicing, repairs and maintenance as required.
5. Coordinate the storage, maintenance and servicing of specialist equipment, including kitchen appliances and other assets.
6. Completing laundry: washing, drying and folding of linen.
7. Checking classroom workstations for correct equipment and hygiene standards for cleanliness at the end of each day
8. Cleaning fridges and freezers weekly
9. Cleaning and maintaining storage areas (effective stock rotation)

Compliance and Risk Management

1. Maintain food storage systems, stock rotation practices and temperature monitoring processes to ensure compliance with food safety standards and college procedures.

2. Maintain and update Safety Data Sheets (SDS), chemical registers, standard operating procedures and other compliance documentation as required.
3. Ensure food products are appropriately labelled, stored, managed and disposed of in accordance with food safety requirements.
4. Identify, report and assist in addressing hazards, maintenance issues and safety concerns within the Technologies Learning Area in accordance with WHS requirements

Administrative Support

1. Maintain accurate records relating to stock, ordering, equipment servicing, maintenance schedules and compliance requirements.
2. Liaise with suppliers, contractors and service providers to support facility operations, including equipment servicing, pest management and specialist cleaning services.
3. Support the preparation and implementation of hospitality activities, service initiatives, open days and other college events.

Selection Criteria

Essential

1. Demonstrated knowledge of safe food handling practices and food hygiene requirements.
2. Demonstrated experience working in a kitchen, hospitality environment, food production facility, educational setting, or similar food-related workplace.
3. Experience preparing, organising and managing ingredients, equipment and resources for multiple users and activities.
4. Knowledge of ingredients and ability to understand recipes together with a keen interest in preparing and cooking food.
5. Proven ability to manage stock ordering, receipting, storage, stock rotation and inventory control.
6. Ability to maintain safety documentation including Safety Data Sheets (SDS), cleaning schedules and equipment maintenance records.
7. Highly developed organisational skills with the ability to follow a schedule, prioritise competing tasks and work independently in a busy environment supporting multiple teachers and classes.
8. Well-developed communication and interpersonal skills with the ability to work collaboratively with teaching staff, students, support staff, suppliers and contractors.

Desirable

1. Previous experience as a Food Technician, Education Assistant, Hospitality Assistant or similar role within a high school setting.
2. Brings enthusiasm and energy into the team with the ability to anticipate issues and be solution focused.
3. Current Provide First Aid (HLTAID011) qualification and/or Anaphylaxis Management training.
4. Experience assisting with hospitality events, school functions, catering activities, community service, exhibitions, open days or community events.
5. Experience using school-based purchasing systems, inventory management software, Microsoft Office applications and electronic record-keeping systems.
6. Demonstrated experience supporting multiple kitchens and preparation areas, including cool room management, food storage systems, specialist equipment maintenance and large-scale resource coordination.

Mandatory Requirements

Candidates should possess or be willing to obtain prior to commencement:

1. Current Working with Children Check (WA).
2. National Police Clearance.
3. Food Safety Supervisor Certificate (or equivalent recognised training).
4. Current Provide First Aid (HLTAID011) qualification (preferred or willingness to obtain).
5. Evidence of eligibility to work in Australia.

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.