



POSITION DESCRIPTION

Position: Technician – Home Economics

Classification: Teachers Assistant
Qualified/Unqualified

Reports to: Director of Corporate Services

Tenure: Ongoing

Under the leadership of the Head of Home Economics, the Technician – Home Economics is an integral and professional member of the Home Economics Department, reporting to the Director of Corporate Services.

The primary role of the Home Economics Technician is to provide a clean, safe and efficient working environment for students and staff. The role provides technical and administrative support to the Home Economics Head and teachers, in ensuring the effective running of the department's day-to-day programme of timetabled lessons and any extra-curricular activities. Duties are varied, and include the cleaning and maintaining of equipment, fixtures and fittings, class set up, food/ textile preparation and safe handling, and the ordering and audit of stocks. Tasks will be conducted on the basis of their scheduled priority and with guidance from the Head of Home Economics.

KEY RELATIONSHIPS: Head of Home Economics, Department staff, Director of Corporate Services, Staff, Students

The outline of this role is as follows:

1. MAIN RESPONSIBILITIES

❖ FOOD PROGRAM

- Liaise with Head and teaching staff regarding recipe plans, class numbers and dietary requirements
- Online bulk food ordering and shopping for food items; check orders and take deliveries
- Prepare ingredients, utensils and appliances required for practical food lessons, (weighing, measuring and labelling of ingredients)
- Collate class and individual recipes
- Monitor food stocks and maintain to a high level of food safety, including packaging, rotation, labelling, freezing and disposal of stored food items
- Monitor freezing and defrosting of ingredients for lessons
- Arrange laundering of linen

❖ TEXTILES PROGRAM

- Liaise with teachers in order to appropriately prepare and sort fabrics and patterns for textile classes
- Source best quality and best priced materials and equipment
- Monitor and maintain textiles stocks levels
- Organise for regular servicing and maintenance of sewing machines and overlockers

❖ **ADMINISTRATIVE and OTHER DUTIES**

- Provide technical and administrative support and assistance to the Home Economics Teachers, to ensure that all lessons have all required resources and set-up
- Day-to-day upkeep and maintenance of all related spaces, apparatus and equipment, to ensure a clean, safe and orderly environment in line with College health and safety practices
- Set up rooms with requirements for classes
- Assist in practical lessons as directed/required by the teaching staff
- Assist with pack down and cleaning, during and at the end of lessons
- Maintain accurate records of all purchases
- Practical, hands-on assistance in preparations for College events requiring student work displays
- Play a role in the extra-curricular life of the Department, providing practical assistance for off-timetable workshops, activities etc.
- Comply with College policies and procedures and maintain an active health and safety culture
- Assist in maintaining all safety equipment used within the Home Economics spaces
- Manage appropriate, safe storage of equipment and materials
- Take a shared responsibility to ensure ongoing support for a child-safe culture within the Catholic Education system
- Other duties as required

2. SELECTION CRITERIA

Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Qualifications or experience in a comparable role
- Knowledge of current food safe handling requirements
- Knowledge of sewing and textiles
- Awareness of, and compliance with, departmental and College safety and health policies and procedures
- Demonstrated knowledge and use of apparatus, equipment and materials as appropriate
- Well-organised, accurate, flexible and creative
- Practical problem-solving skills
- Personable and professional, with good verbal, interpersonal and written communication skills
- Sensitivity, care and understanding in dealing with young people
- The ability to work independently and as part of a team
- Relevant IT skills

Desirable

- Specialist area knowledge
- Experience working within a school or commercial food handling environment
- Experience in stock purchasing and budget management

3. TERMS OF EMPLOYMENT

- Gazetted School Holidays
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)