SCHOOL ASSISTANT - TAS

Full Time Temporary Position
(Leave position)

From 24.10.16 to 18.11.16

Expressions of interest are invited for the above position from persons who demonstrate a commitment to the aims and philosophy of Catholic education.

A valid Working with Children Check Number is required for this position and must be provided at the time of application. To obtain a Working with Children Check Number visit www.kidsguardian.nsw.gov.au or call (02) 9286 7219.

A role description may be obtained from the James Sheahan website www.jschs.nsw.edu.au under Employment at JSCHS.

Expressions of interest are to be addressed to the Principal, Mr Mark Pauschmann, and submitted to the School Secretary, Mrs Elaine Ryall, by 9.00am Friday 14 October 2016.

The Catholic Education Office Bathurst is an equal opportunity employer
Kit

chen Assistant Role Description

Principles of the Kitchen Assistant’s role:
1. Preparation of food stuffs and special equipment for daily lessons (including catering functions) according to orders and in consultation with teaching staff.
2. Maintenance and stock control of equipment, resources and food stuffs for Food Technology and Hospitality.
3. Upkeep of hygiene and cleanliness of kitchens and associated teaching spaces.

Hours of duty: The Kitchen Assistant general hours of duty are 8:00 - 16:00.

1. General Management of Food Resources

- Weekly Schedule received by Wednesday afternoon with recipes. Read recipes and check if anything is not clear. Make notes of this in preparation for food order.
- Create Shopping list for the following week, checking against current stock. Complete Woolworths on-line order by Friday for Monday morning 8.30am delivery. Call Butcher with order.

DELIVERIES:
- Where food is delivered directly to the school, sign relevant dockets and store perishables immediately.
- Check Woolworths order as you unpack, taking notes if anything is missing. Call the 1800 number and report issues. Make a note if it’s an item that is needed urgently as you may need to shop at Orange.
- All Invoices & receipts need to be photocopied and originals given to bursar. Copies are kept in Finance Folder and entered in Excel spreadsheet keeping track of Kitchen’s expenses. Foods are stored, labelled with used by date. Ensure supplies are rotated so older supplies are used before the newer ones.
- Meat is packaged according to acceptable commercial standards, labelled and frozen as flat as practicable. Before freezing, portions are weighed/portioned according to needs of practical and demonstration lessons. Frozen meat/fish is to be labelled with class, day and quantity and date of purchase.
- Fresh fruit and vegetables are wrapped correctly and stored to ensure maximum freshness in the kitchen fridge.
- Bulk quantities of foods e.g. staples, herbs and spices need regular checking of storage containers, and cleaning to ensure freshness.
- ‘Use by dates’ of perishables and semi perishables are noted and these foods are consumed to ensure there is no waste. When there is a bulk item ‘left over’ from a class, inform the teacher so future lesson/recipes may be changed to include item.
- Source and purchasing of additional items from time to time, like functions or special ingredients that are not available from regular supplier.
- Process ingredients for some lessons when requested like cook rice or cook and mash pumpkin, in large quantities for some lessons.

2. Hygiene and Work Health and Safety

There is a need for attention to safe practices in freezing and refrigeration, storing staple items, wiping up spills, and an awareness of the risks of cross contamination.
- Food stored in the refrigerator is to be kept covered, and stored a minimal time.
- Fridges and freezer are cleaned regularly for hygiene purposes and completed thoroughly at the end of each term.
- The Kitchen Assistant will seek assistance with the lifting of heavy objects or if possible break them down into more manageable quantities.
- Attention to relevant food handling acts and guidelines is a necessity e.g. protein foods not left out for more than 30 minutes before a lesson.
- When cockroach or mice are detected traps are to be set. Infestations need to be reported so that professional exterminator can be arranged.
• Electrical faults are reported to head teacher who conveys information to bursar to arrange to be fixed.
• Damaged equipment and utensils are to be withdrawn from use. Damaged items are to be labelled as damaged and reported to the Head Teacher TAS (item 5 below).
• Secure windows and doors at the end of each day to minimise break in.
• Toolkit cupboard is to be kept locked. Unlock the door before a HOSPITALITY prac class as students need to get out their toolkits.
• Bins need to be emptied at the end of each day to minimise risk of vermin.
• Thoroughly sweep both classrooms and food preparation area on Wednesday and Friday afternoon, prior to cleaner coming to mop.
• Spot cleaning of floor on days of heavy traffic and spills.
• Awareness and assistance required for students with specific allergies. Liaise with classroom teacher over special needs.
• Sharpening and maintenance of knives.
• Restock hand washing stations with soap and paper towel.

2. Management of Finances:
• Relevant payment and claim forms are completed, and forwarded to the bursar for payment.

3. Management of classrooms:
• Cupboards and drawers are checked to ensure they contain correct stock/utensils/equipment.
• Missing items are to be noted and broken/damaged items removed for rectification & let Food Tech teacher know.
• Regular re-marking of equipment may be needed – this is usually done in last week of term when there is no cooking.

4. Management of equipment:
• Knowledge of and ability to operate stoves, microwaves, dishwashers, washing machine, clothes dryer, refrigerators, freezers, electric mixers, blenders, food processors, frypans, and deep fryers is required.
• Equipment breakdown to be recorded in a broken equipment register and reported to Head Teacher TAS to discuss a suitable course of action.
• New equipment manuals are filed for later use.
• Putting together of special requests for functions like cups and saucers, glasses, cutlery and barbeque items and keeping a record of who has borrowed what.
• Chasing up items that have not been returned.

5. Management of Demonstration and Practical lessons:
• Trays for Demonstration/Practical lessons are to be prepared each day.
• PRAC Lesson: Ensure that there are enough dishcloths and tea towels for the number of students cooking. If knives are required put out the knife blocks and ensure they are all returned at the end of the practical.
• DEM lesson: Teacher’s Dem tray needs to include recipe, a tea towels, a dishcloth and a chef’s knife (if cutting is involved). All ingredients and specialised equipment is to be on the trolley.
• If a class is running late the Kitchen Assistant may be asked to assist with the cleaning/tidying process.
• Demonstration equipment is to be washed up and put away by the Kitchen Assistant; where possible the teacher will assist.
• Ideally you will be available during practical lessons in case we need help finding any ingredients or equipment from the Prep Room.
• Start tidying up during demonstration and also clearing up equipment and ingredients from practical lessons (this is ONLY items that have been sent out on trolley for distribution, not students’ mess. Most can go through the dishwasher – EXCEPT the chef’s knives – they need to be washed up by hand.
• Print off or photocopy class sets of recipes.
7. Function Catering:
   - The Kitchen Assistant can be asked to help with the function catering. The Kitchen Assistant will be informed of pending function and any foods etc required.
   - Purchase and prepare sandwich fillings for school masses.

8. Laundry Management:
   - Laundry needs to be done daily. This is to done once or twice per day depending on number of practical lessons. (approximately 400 tea towels are used each week, need to be washed and folded and put away)
   - Oven mits and dishcloths to be washed at the end of the week.
   - Wash tablecloths and aprons after functions.
   - Try to get washing done in time for it to be put into dryer before leaving work. Don’t leave washing in machine over the weekend – do a load early on Friday and leave rest till Monday.

9. Extra Duties
   - Completion of unforeseen activities (or one offs’) as directed/authorised by the Head Teacher.
   - Prioritisation of events/activities according to variation of routines.
   - Answering phone and taking messages to be delivered to relevant staff
   - Answering phone to pass a message onto students.
   - Laminating items when required.
   - Filing of allergy notes.
   - Photocopying and bookbinding of student resources
   - Looking after students in distress, requiring first aid, feeling ill or emotional breakdown – comfort and console.
   - Invitations to TAS functions like the Textile Exhibition.
   - Seeking best prices from suppliers to replace goods and ordering of non-perishable supplies – stationery, placemats, and replacement crockery.
   - General filing of food orders each week.
   - Photocopy student records from TVET students and place in filing cabinet in front office.
   - Organise morning tea for Japanese staff when visiting the school in March.