



SCHOOL OFFICER – ROLE DESCRIPTION

TEACHER AIDE - HOME ECONOMICS

Purpose

The primary responsibility of the position is to provide an effective and efficient support service to the Staff and Students of the College, in particular through assisting the Curriculum Leader: Home Economics.

Preamble

The position of Teacher Aide requires the provision of support and assistance to teachers, in order for them to effectively deliver the teaching curriculum. Duties performed ensure that an effective environment, which is conducive to student learning, is maintained.

Attributes

- Support the mission and ethos of the College
- Good communication and interpersonal skills – able to relate harmoniously to others in the work environment and deal courteously with parents and suppliers
- Able to accept direction and supervision
- Flexible – can cope with unexpected changes to routine
- Honesty, reliability and commitment
- Able to use a computer in an office network. Experience with e-Minerva and Academy software and Microsoft Office (Word and Excel)
- Application of skills and knowledge to perform a range of tasks and roles, with emphasis placed on certain tasks specific to the Hospitality Industry
- Organisation of tasks to be performed within certain time constraints
- Performance of tasks within established routines with some discretion and judgment
- required to achieve outcomes
- Recognition of the services and equipment required to maintain an effective learning environment
- High School Certificate (N.S.W)
- Certificate 11 Hospitality (Bar operations)
- Certificate 111 Hospitality (Accommodation Services)
- Certificate 111 Hospitality(Food & Beverage)
- Certificate 1V Workplace Trainer & Assessor.
- Currency of student protection and WHS knowledge as required by Brisbane Catholic Education.

Role Description

- Ensuring resources, which are specific to the Home Economics Department are available, particularly perishable and non-perishable items for demonstration cooking and the textile department. This involves weekly shopping as requested, with extra purchases being made when student ‘training restaurants’ are conducted.

- After consultation with Teachers, the requirements for the department are to be established and promptly acquired.
- Establishment of a shopping routine and familiarization of shopping outlets is advantageous to effective time management.
- Liaison with retailers and wholesalers, in order to obtain the best and fairest prices for perishable and non-perishable resources used within the Department for cooking, sewing, cleaning and maintenance.
- Establishment of a rapport with wholesalers and retailers to further enhance the school's reputation within the community.
- Periodically, teachers request food items and equipment to be prepared for cooking demonstrations and cleaned away where necessary.
- Organization and supervision of students while preparing for student training restaurants
- This includes:
 - a) Ensuring the transformation of the classroom into a restaurant venue is appropriate to industry standards and that students adhere to workplace standards while cleaning and lifting heavy furniture etc.
 - b) The setting up of the restaurant, with small bar facilities while ensuring:
 - I. Health & hygiene standards are adhered to, by cleaning the venue and making it safe. Cleaning of equipment and utensils.
 - II. The establishment of a functional floor plan, with attention to patron seating, appropriate table settings, table decorations, clean, laundered table linen with folded serviettes.
 - III. Teachers' instructions on restaurant conduct are followed by performing tasks and competencies relevant to industry training packages.
 - IV. Previous industry training experience enables 'on the job' instruction of students in customer service skills, team work, importance of cultural differences, personal hygiene and presentation, bar and restaurant procedures.
- Ensuring general cleanliness of kitchens in order to adhere to workplace health & safety standards. This involves cleaning of fridges, freezers, coldroom, stoves, pantry, sinks, benches, both moveable and fixed, microwaves, and general appliances. Frequency of cleaning varies according to type of equipment. Extra work in cleaning at end of term.
- laundering of linen used during student cooking classes and after training restaurants.
- Performing stock rotation on a weekly basis in all pantries, fridges and freezers to ensure all items are being used within their expiry dates.
- Undertaking periodical stocktaking of cooking utensils and equipment, food and textile items.
- Occasional preparation of food required for special student functions- eg. 'pastoral care' class celebrations.
- Occasional sewing to produce resources required within the Department. . Eg. sewing extra table cloths for training restaurants.
- answering of phones within the Department, efficiently and politely, and sending of faxes to retailers and wholesalers for equipment and resource purchases.
- Photocopying as requested by the Teacher.
- Application of Microsoft Word in producing certain Department correspondence and in the
- Preparation of Hospitality 'training restaurant' documentation such as food and beverage order sheets for waiters, booking lists etc.
- Retrieval, updating, saving and printing of files on to hard drive and removable storage devices.
- Ensuring supplies of stationery are adequate for teacher needs.
- Notifying the appropriate school department of any large maintenance, which needs to be undertaken within the Department.
- Ensuring all equipment is in good working order and undertaking basic, safe and easy maintenance of small equipment eg. tightening and replacing screws on frypans, saucepans and draw handles, which could cause accidents if left unattended.

- Implementation of safe, work practices whilst dealing with chemicals in the kitchen environments.
- Undertaking the checking of Department equipment via On Guard. Resources checked for faults periodically and reported. Ensuring Safety Data Records are kept up to date
- Responsibility for Department Purchase Order Book and ensuring all receipts and invoices are reconciled for school office records.

Supervision of Employee's work

- Certain specific daily tasks are requested by teachers and are performed accordingly.
- Other daily routines are followed and any variances to these, that may be beneficial to the Department,
- are discussed with the Teachers and acted upon appropriately.
- Discussion amongst all team members ensures Department requirements are being met.
- Periodically, teacher approval is sought after assistance has been given to students to ensure
- competencies have been achieved.

Supervision of others

Supervision of students extends to:

- The supervision of students in the preparation of student Hospitality Training Restaurants. (Set-up of small bar and restaurant facilities)

Appointment and Classification

- The appointment is full-time continuing (BCE Paid).
- Classification is School Officer Level 3 Step 3.
- Remuneration is as per the School Officers Award (BCE Paid).
- Hours of duty are 22 hours per fortnight, term time.
- Annual leave is for 4 weeks per year, timing to be negotiated with the Principal at the commencement of the year.
- Other entitlements include pro-rata sick leave, Annual leave, long-service leave, plus superannuation. The employee is covered for Worker's Compensation.
- This role description is reviewed regularly to ensure its relevance. The Principal of the College may assign other duties to the role as the need arises.

Reporting Relationships

The position of School Officer reports to the Principal, who will determine priorities through the Curriculum Leader: Home Ec. And the Business Manager. It is essential that the School Officer contributes as part of a team to provide exceptional resource and information services to the college community.

Authority Limit

- Full authority is delegated from the Principal to produce the desired outcomes.
- Expenditure of funds connected with the position is under the control of the Principal through the Business Manager.