



FOOD TECHNOLOGY AND CATERING ASSISTANT

Commencing Term 3, 2024

We are seeking a Food Technology and Catering Assistant to support our Food Technology program. This position is ongoing, part-time (approx. seven hours per week) with additional hours available to assist with College functions as required.

Context of the Role

The Hamilton and Alexandra College is a proudly regional, independent, co-educational, day and boarding school from Early Learning to Year 12.

The College has a future-focused academic program that nurtures and develops the whole child, providing opportunities to pursue and develop passions and to achieve to the highest standard.

Food Technology is taught at Years 7 to 10, and in 2024 it will be extended to include VCE Food Studies.

Purpose and Responsibilities

The Food Technology and Catering Assistant will support the Food Technology teacher:

- prepare food orders and assist with food buying for weekly class preparation;
- support class delivery, as required;
- efficiently set up, clean away and re-set the classroom for lessons; and
- have commitment to the values The Hamilton and Alexandra College.

Ideally, the Food Technology and Catering Assistant would have flexibility to support school functions, including approximately six evening functions per year. This would be organised in consultation the Director of Community Relations and would be paid as additional hours. For example:

- setting up, assisting with serving, and cleaning away for catering on Professional Development days, catering for community events (Open Mornings, VIBE Day etc), and for student and parent dinners;
- supervising and directing student wait staff at College functions.

This position reports to the Business Manager through the Director of Community Relations, but works closely with the Food Technology teacher.

Requisite Skills and Experience

The successful applicant will have:

- a current food handling certificate;
- enthusiasm for cooking, hospitality and working with students;

- an ability to satisfy child protection screening and adhere to the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct; and
- good organisational skills, enjoy a challenge and be self-motivated.

The Hamilton and Alexandra College is committed to the protection of children and the promotion of a culturally safe and supportive working environment for diverse communities.

Skill requirements

The successful applicant will be able to demonstrate:

- integrity and professionalism
- excellent communication skills
- sound personal organisation
- ability to meet team and personal deadlines
- ability to work effectively as part of a team
- previous experience working with school-aged students would be advantageous but is not critical

Application Process

Applications should be submitted via email to admin@hamiltoncollege.vic.edu.au. Applications must include:

- a cover letter of no more than one page
- a current curriculum vitae
- the details of two professional referees.

Applications should be addressed to:

The Business Manager
Mr Jason Bourke
The Hamilton and Alexandra College

Shortlisted candidates will be invited to attend an interview.

After reference and child safety checks are completed, a verbal offer will be made to the preferred candidate. Once accepted, a written offer will follow.

Application due date: Friday 19 July 2024 (*applications will be processed on receipt*)