

JOB DESCRIPTION & PERSON SPECIFICATION

Food Technology SSO – Middle/Senior School

College Department:	Administration
Position Title:	Food Technology SSO
Position Classification:	Grade 2, Year 1
Tenure:	Contract part-time: 0.32FTE April 2025 – December 2025 14.5hrs per week, Mon, Wed, Fri, 40 weeks per year

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

The Food Technology SSO will support the Tatachilla Lutheran College community, including staff and students across years 7-12 in the Food Technology area.

The Food Technology SSO is responsible to:

- assist the Principal and Business Director through the Finance Manager in fulfilling the aims and purposes of Tatachilla Lutheran College, and to support and maintain the philosophy and ethos of the College
- The Food Technology SSO will work efficiently and independently; exercising a high degree of judgement and initiative in determining the approach/action to coordinate and prioritise tasks in the area of Food Technology

2. Reporting / Working Relationships

- Accountable to the Business Director through the Finance Manager
- Collaborate with Food Technology Teachers and other staff

3. Special Conditions

- Any additional hours required for any events, as well as any outsourced resources, will be agreed upon prior to the event. (Twilight Food Affair, Twilight and other Tours, etc)

4. Extent of Authority

The Food Technology SSO will follow the decisions of the Food Technology Teaching staff, Technologies Learning Leader and Finance Manager.

5. Statement of Key Outcomes & Associated Activities

The following responsibilities and accountabilities will be undertaken by the Food Technology SSO:

- embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation;
- maintain the highest levels of commitment to compliancy, review and continuous improvement of child protection policies and practices;
- Food orders, obtaining, organising and replenishing supplies, organisation of receipts to Finance Officer



- Prepare and organise ingredients for teaching practicals
- Maintain petty cash book
- Costing of food orders
- Assist teachers with their daily teaching activities
- Downloading and filing photos
- Check all work areas, cupboards and drawers – sorting and replacing necessary items before commencement of classes.
- Ensure all areas and contents within kitchens, classrooms and pantry are cleaned to required standards. This includes kitchen appliances.
- Maintain supply of staple food items in pantry and general organisation of pantry
- Washing and drying of food tech and staff kitchen laundry.
- Empty and clean refrigerators and freezer
- Maintain cooking equipment.
- Clean, tidy and sort all kitchen bay and storage areas
- Check and sort all equipment, glass, crockery, cutlery, napery, saucepans, electrical equipment etc.
- Undertake stocktake when required
- Administrative support for Teachers and leadership when required.
- Maintain up to date knowledge in food handling requirements and use of equipment.
- Participate in relevant industry specific PD and training as required.

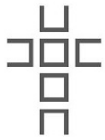
PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Evidence of prior experience in a similar position
- Working with Children Check (WWCC) and successful completion of TLC Applicant Declaration form.
- Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC)
- First Aid Certificate
- DoFoodSafely Certificate

2. Personal Skills, Abilities & Aptitude

- Able to interpret and promote the culture of the College to the wider community.
- Ability to take initiative and come up with solutions
- Astute communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to work in a dynamic and changing environment with flexibility and a solutions-based attitude.
- Excellent attention to detail and demonstrated self-motivation in setting goals, prioritising work and managing multiple tasks.
- Personal commitment to continuous self-development and improvement.



3. Experience

- Relevant or related experience at a similar level or role
 - Experience in use of tools and equipment relevant to Food Technology
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4. Knowledge

- Excellent knowledge and understanding of Food Handling and Food Safety requirements
 - High level of ICT skills, including but not limited to Microsoft Office suite and cloud-based storage.
 - Conversant with data-base management.
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5. Classification Level

The Food Technology SSO is a Lutheran Schools Officer Grade 2 classification as per the 2024 SA Lutheran Schools Enterprise Agreement.

6. Performance Standards & Review

An annual Performance Review is undertaken with the Business Director to determine the capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

7. Workplace Health & Safety

The objective of the Work Health and Safety Act 2012 is to prevent a person's death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace. To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WHS obligations on certain persons who may affect the health and safety of others. Staff of Tatachilla Lutheran College are accountable for the day-to-day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the College's Work Health and Safety Management System as part of a broader Risk Management Framework. The Executive Team has the major responsibility for establishing safety policies and procedures however, these must reach staff on the job.

8. Equal Employment Opportunity

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.



APPLICATION PROCESS

Applicants with sufficient skills and experience are required to:

1. Write a cover letter of up to two pages, addressing suitability for the position;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Director of People and Culture, Tatachilla Lutheran College and sent electronically to jobs@tatachilla.sa.edu.au.

Applications close 5pm, Thursday 13 March 2025