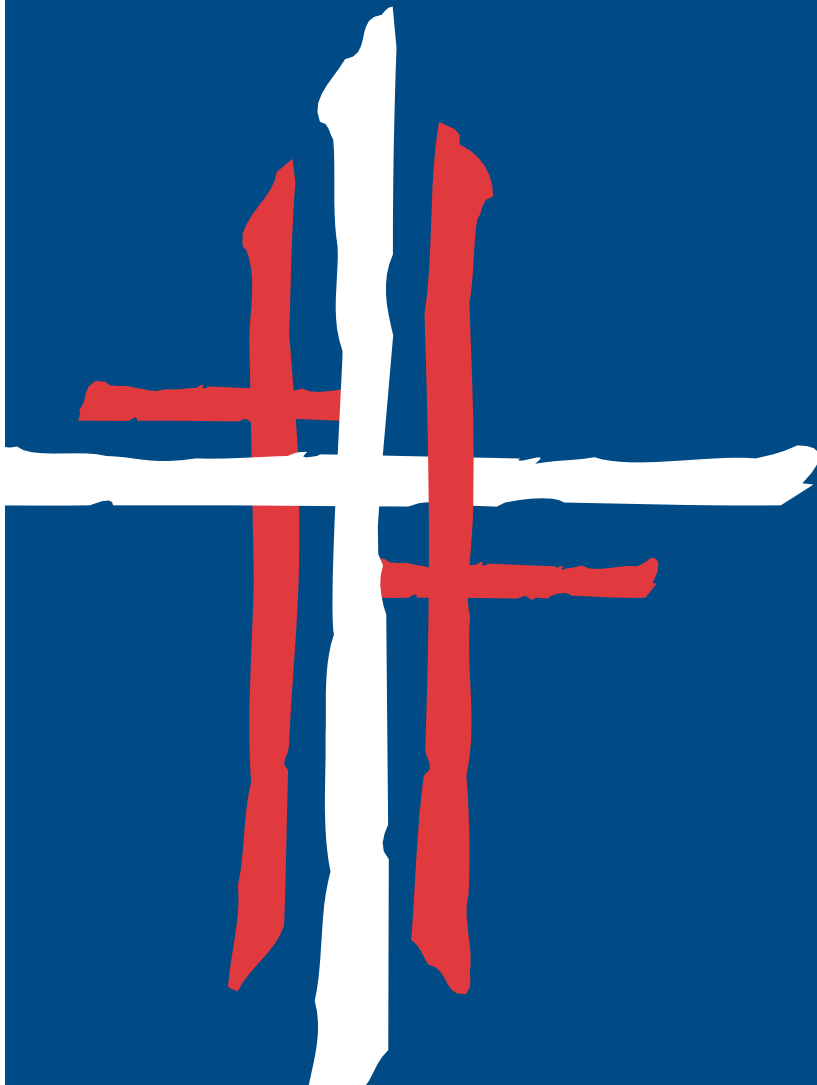




EMPLOYMENT PACK

Hospitality & Food Tech Assistant
12 Month Temporary - 25 hours pw
Term Time





WELCOME

Thank you for *your* interest in joining us!

Charlton Christian College commenced in 1998 and is located on 12 hectares of bushland in the heart of beautiful Lake Macquarie.

The College has 700 students from Kindergarten to Year 12 and operates in three sub-schools:

- Junior School (K-4)
- Middle School (5-8)
- Senior School (9-12)

Charlton is part of the ministry of the Christian Education Foundation (CEF), a non-profit company. The School Board is made up of the CEF Directors.

The College was established as a school primarily for children of Christian homes and we actively promote Christian faith and values. However, as the College expanded we now operate under an open enrolment policy with a large proportion of College parents having little or no church background.

Our parents want their children to be taught values in a Christian faith community according to our 'Statement of Faith' and are happy for the gospel of Jesus to be shared openly. We believe we have a special ministry of care and evangelism to these families.

Our vision is to provide affordable Christian education which develops all students in a Godly way towards a perceptive, critical and compassionate understanding of the society in which we live. This vision is summed up in our College Motto, **Equipping for Life.**

We believe that as our College fulfils its task of equipping and preparing students for life and especially for eternity, they will have a significant impact for the Kingdom of God in their families and their community.

It is central to the Foundation's employment policy that each member of staff have a personal faith in Jesus Christ and are active disciples; participating wholeheartedly in a local Church community. The staff of the College are its greatest asset and we have the privilege of partnering with parents in both educating and raising their children.

Our call to support and influence students is indeed a high one and we invite you to consider *joining* our team.



Mark Ash
Principal

Employing committed *Christians*
who have a PERSONAL CONVICTION
FOR POINTING CHILDREN TO JESUS THROUGH TEACHING

CONDITIONS

GENERAL EMPLOYMENT CONDITIONS

- Wages and conditions of employment will be in accordance with the NSW Christian Schools Australia (CSA) Multi-site Enterprise Agreement. Payments are made directly to a bank/credit union account on a fortnightly basis.
- The College is a smoke free environment. No smoking or alcohol consumption is permitted on campus or whilst operating any vehicle.
- Policies and procedures are in place for College staff including those required by workplace laws. It is important that these policies and procedures are adhered to.
- The College is committed to a safe and healthy workplace and has various policy and procedure documents including a Workplace Health & Safety policy.
- All new employees undergo an induction upon commencement of employment.

OTHER TERMS & CONDITIONS

Confidentiality - The College's affairs are to be treated as confidential and are not to be discussed or disclosed to unauthorised persons or entities and you must undertake to preserve this confidentiality at all times whether or not employed by the College.

Personal Development - You shall undertake such in-service training or other professional development seen as necessary by the College to maintain high standards and shall participate in the College's performance review program and bring to the attention of the Business Manager any needs for personal professional development.

Inherent Requirements - You are required to acknowledge that it is an inherent requirement of the position to conform with the doctrines, tenets, beliefs or teachings of Christianity as espoused and interpreted by the College.

Working Hours – Your working hours are according to the listed days and times. The College may require you to work for reasonable periods out of hours in relation to extracurricular activities. Time off in lieu in exchange for these periods is to be taken within six months of the activities.

Terms of Agreement - The terms of the NSW Christian Schools General Staff Multi-site Enterprise Agreement and College Staff Handbook and Code of Conduct apply to your employment.

The College retains the right to re-allocate or change your duties as the need arises. (Where appropriate duties can be delegated to volunteers, however, final responsibility for all the duties listed remains with the employee. Privacy Act issues are to be considered when delegating work to volunteers).

THE POSITION

THE ROLE

TAS Food Tech Assistant - 12 Month Temporary - 25 hours pw timetable dependent

The successful applicant for this role will be committed to the development of Christian community in the service of Jesus. Staff care for, respect and serve the students, families and each other. They are committed to our students and wholeheartedly contribute to making Charlton the supportive place it is.

REPORTING RELATIONSHIP

Responsible to TAS Coordinator

SELECTION PROCESS

ACKNOWLEDGEMENT

You will receive an email acknowledging your application.

SHORT LISTING & RECRUITMENT PROCESS

Short-listing will be undertaken by members of a selection panel. All applicants will be notified of the selection panels' decisions within two weeks of the closing date. Only short-listed applicants will be interviewed. The interview will consist of a series of questions based on determining the capacity of the applicants to undertake the role description. Applicants will be given the opportunity to explain and expand on the information provided in their application.

REFERENCE CHECKS

Reference checks are undertaken. A member of the selection panel will discuss your application with one or more of your nominated referees. The school also reserves the right to consult with other persons who may have knowledge of your experience. This is at the discretion of the chair of the selection panel.

NOTIFICATION

All applicants will be notified of the outcome. of interviews and unsuccessful applicants may, at the discretion of the panel, obtain feedback on their application and interview by contacting the selection panel.

HOW TO APPLY

- Complete **Application for Employment** form. Download from www.charlton.nsw.edu.au/employment
 - Generate **Cover Letter** and include;
 - Which position you are applying for
 - Why the position is attractive to you given your career aspirations and current circumstances
 - How your experience and skills will enable you to undertake the different aspects of the position
 - Submit a **Resume** and other supporting documentation
-
- Applications close **Monday 28 November 2022**
 - Submit application via email to Estelle Swartz Executive Assistant at estelle.swartz@charlton.nsw.edu.au

HOSPITALITY & FOOD TECHNOLOGY AIDE

KEY RESPONSIBILITIES

Support of Teaching and Learning

- Receive information and requests from the supervisor on their needs for practical work and maintain an efficient system for preparation, organisation and delivery.
- Assist the teacher with the preparation of food ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat.
- Ensure that all kitchen areas, preparation spaces and storage rooms are clean, well ordered and stocked with the equipment as determined by the Hospitality and Food Technology teachers.
- Properly clean and sanitize all food preparation areas according to established standards of hygiene (which includes but is not limited to, sweeping and mopping the kitchen floors as well as wiping down kitchen walls).
- Wash and appropriately store all cooking appliances, instruments, utensils, cutting boards, and dishes.
- At the direction of the teachers, research, purchase, collect and unload delivered supplies.
- Attend excursions, professional learning and other events at the direction of the teachers.
- Assist in the supervision of practical activities under the authority of the class teacher.
- Complete admin duties such as photocopying, scanning, emailing at the direction of the Hospitality and Food Technology teachers.
- Undertake clerical tasks in setting up EFTPOS, till, ordering system, and complete reconciliation.

Maintenance

- Clean equipment after use and pack up and ensure it is kept in good repair
- Identify and report any damage to kitchen items or equipment
- Regularly monitor the condition and operation of kitchen equipment such as cutlery, plates, bowls, student knife kits etc. and perform minor repairs and replacements at the direction of the KLA Leader and/or teachers
- Maintain a safe food and chemical storage/handling/disposal system in accordance with current regulations
- Update the chemical register and equipment manuals as needed
- At the supervisor's request, make contact with relevant repair and maintenance agencies for service or repair

Stocks and Supplies

- Acquire relevant catalogues and price lists and order equipment and supplies. (on occasion also purchasing equipment for staff outside your KLA area).
- Order consumables and source, obtain quotes and technical background for equipment purchases and match up with budgeted item list/spreadsheet; keep records of expenditure of purchases and sales.
- Organize and correctly store food supplies.
- Manage and implement labelling, storage, stocktaking and ordering of equipment and goods.
- Maintain accurate stock records and perform regular stock takes.

ALL POSITIONS

- Be a committed Christian and an active member of a Christian Church, with a strong passion for Christian community.
- Be a team-player and work collegially and effectively with colleagues.
- Demonstrate high level communication and interpersonal skills.
- Participate fully in supporting the Christian Ethos of the College, with a willingness to contribute to its academic, pastoral and co-curricular life.
- Have a strong commitment to own ongoing professional learning and improvement.
- Have a current Working with Children's Check.

FIRST AID

- Attend to first aid requirements as needed
- Provide the appropriate first aid treatment

WORK HEALTH & SAFETY

- Promote a positive safety culture in the College
- Support the Principal in the establishment of a WHS Management System and in the carrying out of various roles and responsibilities in WHS.
- Comply with the College's WHS policy, safe work procedures, instructions and rules.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions and report these to the Business Manager.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by acts or omissions at work.
- Cooperate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare of the College or any other person.
- Attend WHS education and training opportunities, as provided and apply learning.
- Report or make such recommendations as they deem necessary to eliminate or minimise any hazards of which they are aware, regarding working conditions or methods.
- Ensure own work areas are tidy and safe.
- Specific WHS roles and responsibilities include:
 - Perform duties in a safe and responsible manner.
 - Comply with reasonable instructions from the Business Manager to carry out a safe work procedure.
 - Wear supplied personal protection equipment.
 - Do not bring unapproved chemicals on site and cooperate in the annual WHS auditing process.
 - Be familiar with the material safety data sheets (MSDS) for any chemicals used and abide by the directions therein, particularly for use and storage.



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www.charlton.nsw.edu.au