



ST PATRICK'S COLLEGE
TOWNSVILLE

POSITION DESCRIPTION FOOD TECHNOLOGY ASSISTANT

THE COLLEGE

St Patrick's College Townsville is a Catholic and Independent Secondary Girls' College with a proud tradition of excellence in the education of young women. Responsibility for the governance of the College rests with a Board of Directors and with Mercy Partners, a canonical body which governs Mercy ministries in Queensland. Located on The Strand in Townsville, we endeavour to nurture our students to become women of independent spirit and compassion, within an environment that promotes excellence, creativity and leadership.

OUR VISION

St Patrick's College Townsville ignites a passion for knowledge, wonder and curiosity, empowering all to be courageous and compassionate.

GENERAL INFORMATION

Position Information

Position Title:	Food Technology Assistant
Classification:	Level 3
Status	Continuing
Employment Type	Term-Time
Agreement:	Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023-2026
Team/Department	Food Technology
Reports To:	Head of Department – Food Technology

Employment Information

Employer	St Patrick's College Townsville
Location	45 The Strand, North Ward Qld 4810

Further Information

For further information about the role, please contact hr@stpatscollege.qld.edu.au

PURPOSE

This role provides support to teaching staff and students during Food Technology & Hospitality classes; additionally, they are responsible for the preparation and set-up of required supplies for Food Technology & Hospitality classes to ensure a smooth-running class for the Teacher and their students. This role will also be required to support the College with any catering and food preparation requirements.

QUALIFICATIONS/REQUIREMENTS OF THE ROLE

Requirements of the Role

- Current Queensland Working with Children Clearance (Blue Card).
- Organisational skills with the ability to prioritise tasks.



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Qualifications of the Role

- Food Safety Certificate or equivalent (preferred).
- Experience in the Food Technology industry including food handling, preparation and presentation (desirable).
- Current First Aid & CPR Certificate (or willing to undergo).

FACTORS OF THE ROLE

Knowledge Application

- Relevant duties of the role are typically performed within a range of work practices and procedures with an element of complexity and understood through:
 - on-the-job training;
 - certificate level qualifications;
 - relevant experience; or
 - mentorship.
- An understanding of the operation of kitchen appliances, food preparation tools and Food Technology supplies.
- A basic knowledge of theoretical or practical tasks that are applied to food preparation, event setup and maintaining cleanliness and hygiene standards.
- A sound understanding of relevant statutory, regulatory and policy frameworks.
- An understanding of the relevant student or individual dietary requirements, including allergies, intolerances and specific nutritional needs.

Accountability

- Under the direction of a Teacher or the Head of Department – Food Technology, is accountable for setting priorities on a day to day or weekly basis, managing competing tasks such as:
 - preparing and setting up materials and equipment for practical lessons;
 - assisting with student learning during practical lessons;
 - ordering and managing food supplies.
- Is responsible for ensuring cleanliness, hygiene and safety standards are maintained in the kitchen and for providing accurate and timely support during classes and events.
- Provide guidance to colleagues on procedural matters specific to the kitchen and Food Technology operations, while proactively identifying and managing risks that could impact daily tasks, such as food preparation, safety and hygiene practices.

Scope and Complexity

- Moderately complex support in practical and instructional tasks during Food Technology & Hospitality classes and events.
- Identifies and addresses, within set guidelines, processes and/or precedents, routine operational challenges, such as managing kitchen supplies and responding to students' needs, collaborating with colleagues where appropriate.
- Adjusts methods or approaches where unfamiliar situations arise, using judgement to find solutions or seeking technical guidance when needed.

Guidance

- Work under limited supervision to carry out a range of tasks within established guidelines provided by the Teacher and Head of Department – Food Technology.
- Follow established policies and guidelines to achieve key outcomes in the classroom and kitchen, with flexibility to adjust practices for specific events, student needs, or changing situations.



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- Use judgment to address student-specific needs and resolve day-to-day issues in the kitchen or classroom, seeking guidance for more complex or challenging situations.
- Work regularly reviewed by Head of Department – Food Technology to ensure compliance with operational standards and kitchen management protocols.

Decision Making

- Decisions are made within defined parameters (such as a menu plans, maintenance schedules, food standards), while following established procedures and protocols, allowing for some flexibility to adapt practices based on specific classroom needs or event requirements.
- Provide quality advice, based on established alternatives, which contribute to decision-making processes within the department and may be considered by other decision makers.
- Decisions have a direct impact on kitchen operations and service delivery in the short to medium term, influencing factors such as food quality, efficiency, classroom objectives and event success.

Problem Solving

- Address immediate needs within a general framework of recognised procedures and guidelines.
- Adapt to varying needs and circumstances by applying creativity and initiative within established guidelines, understanding that solutions may not always be straightforward.
- Identify opportunities for minor adjustments to procedures and methods where necessary, based on feedback from Teachers and the Head of Department – Food Technology, using lateral thinking to generate viable options and implement effective solutions.

Contacts and Relationships

- The role involves straightforward interactions with a range of people, including:
 - Teachers;
 - Suppliers;
 - Teacher Aides;
 - Administration staff;
 - College Nurse; and/or
 - College Leadership Team.
- Apply standard procedures to communicate effectively with all stakeholders regarding departmental requirements.
- Be able to interact with all students in the kitchen to address immediate needs and resolve straight forward issues.
- Participate in staff meetings and contribute to discussions about optimising kitchen operations and enhancing student learning experiences.

Negotiation and Cooperation

- Liaise with teachers, leadership and other staff members to provide comprehensive advice and support for Food Technology operations and events.
- Use skills to diplomatically negotiate with suppliers to explore alternatives and address kitchen needs effectively.
- Communicate appropriately, including a level of tact, which is required when addressing sensitive issues or negotiating with suppliers and colleagues in the context of Food Technology operations.

Management Responsibility/Resource Accountability

- No direct supervisory responsibility. May direct and support during specific events, to coordinate tasks and guide colleagues.



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- Verifies the receipt of orders and ensures accurate inventory management, including ordering supplies within a set budget.
- Responsible for stock rotation and ensuring correct food storage practices, maintaining quality and freshness of ingredients.
- Utilises kitchen equipment according to established procedures, emphasising safety and efficiency.

TYPICAL DUTIES

The typical duties of the role may include:

- Ensuring cleanliness, hygiene and safety standards for facilities and resources.
- Assisting in practical lessons by preparing materials and supporting student interaction.
- Catering to student dietary needs and ensuring classroom cleanup after lessons.
- Managing administrative tasks such as photocopying and coordinating departmental events.
- Handling orders, stock control and communicating with suppliers.
- Upholding Work Health & Safety standards within the department.

GENERAL EXPECTATIONS OF STAFF OF THE COLLEGE

- To support and contribute to the Strategic Plan and Mission of the College: to provide an inclusive, joy-filled education that promotes fullness of life and nurtures excellence in learning.
- To dress, act and communicate in a professional manner that upholds the reputation of St Patrick's College Townsville.
- To encourage and develop within students a love for learning.
- To adhere to the Work Health & Safety and Risk Management practices of the College.
- To seek opportunities for professional development within identified areas of strategic focus within the College, including the on-going development of ICT skills.
- To maintain confidentiality and not denigrate the College in any way within the community.
- To undertake any duties and requirements as outlined by the Principal, within the professional scope of a Food Technology Assistant role in the College.

EMPLOYMENT CONDITIONS

All staff at St Patrick's College Townsville are employed under Catholic Employing Authorities, Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2023 - 2026, which provides information in relation to levels of remuneration, leave, expected duties and work practices.

The College reserves the right to alter roles and responsibilities at any point in time.

ST PATRICK'S COLLEGE TOWNSVILLE – COMMITMENT TO CHILD SAFETY

St Patrick's College Townsville is committed to child safety. As educators, we strive to provide a safe, happy, and empowering environment that builds confidence, resilience, and self-esteem. We foster respectful and caring relationships between staff and students, ensuring positive interactions that contribute to the overall wellbeing of every child.

We support and respect every child, as well as our staff and volunteers, and we are committed to their safety, participation, and empowerment. The College has a zero-tolerance approach to child abuse. All allegations and safety concerns are treated with the utmost seriousness and addressed in line with our regularly reviewed policies and procedures, which are available on our website. We recognise our legal and moral obligations to notify the appropriate



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authorities when concerns for a child's safety arise, and we provide clear processes for students, families, and staff to raise concerns or offer feedback.

St Patrick's College Townsville is dedicated to preventing child abuse and identifying risks early in order to remove or reduce them. We work proactively with student and parent stakeholders, delivering educational programs which ensure risk and rights consciousness. We maintain robust human resources and recruitment practices for all staff and volunteers, and we are committed to providing regular training and education to our community on child safety and abuse prevention.

We uphold the cultural safety of children from culturally and linguistically diverse backgrounds, and we are dedicated to providing an inclusive and safe environment for children with disability. We are committed to ensuring that Aboriginal and Torres Strait Islander students in our care are supported to maintain their cultural identity and connections with family and community.

Through strong policies, procedures, and training, our leadership team, staff, and volunteers are equipped to uphold these commitments and ensure the safety and wellbeing of all children in our care.

Position Description approved by:

KATH LITTLE
College Principal

I have read and accept the position of Food Technology Assistant as set out above.

NAME	
SIGNATURE	
DATE	