Duty Statement
Home Economics Assistant

POSITION TITLE            Home Economics Assistant

RESPONSIBLE TO            Head of Faculty, Enterprise and then the Business Manager

TIME FRACTION            35 hours per week (42 weeks of the year)

STATUS                   Permanent, commencing Term 1 2012

SALARY AND CONDITIONS     Grade 2, Level 3, according to the Seymour College Inc. Workplace Agreement 2009.
                          This agreement can be viewed at:

POSITION PURPOSE:        The Home Economics Assistant is responsible for providing effective practical and administrative support to the Home Economics teachers.

Staff at Seymour College are committed to the following practices which underlie a successful education experience for our students. Where appropriate in their contact with students, all Seymour staff will:

- provide an environment that is safe, positive, caring and respectful;
- be enthusiastic in promoting student learning;
- encourage all students to develop their independence;
- encourage critical thinking, problem solving and cooperative practices.

In their professional practice, all Seymour staff will:

- strive for continuous improvement through reflective practice, professional learning and participation in a supportive appraisal process;
- work collaboratively and positively;
- uphold the aims and values of the College.
KEY SELECTION CRITERIA
The successful applicant will possess the ability to:

- organise and prioritise multiple tasks;
- relate well to students;
- communicate clearly and concisely with students and staff;
- work independently and in a team;
- display initiative and exercise judgement;
- work calmly in a busy environment.

In addition, s/he will display:

- excellent interpersonal skills for close liaison with students and teachers;
- a high level of discretion;
- competent computing skills (Excel, database, word processing) or the willingness to develop these;
- competent food preparation skills;
- competent sewing and textile skills.

ESSENTIAL KNOWLEDGE

- Hygiene requirements in the food and hospitality industry.
- Competent level of food knowledge.
- Knowledge of (or a willingness to learn) a range of food/textile suppliers.
- Competent sewing and textile knowledge.
- Competent use of ICTs to support the administration of the Home Economics Department.

DESIRABLE KNOWLEDGE

- Knowledge of a school environment.
- Understanding of the ethos of an independent girls’ school.

KEY RESPONSIBILITIES
The Home Economics assistant provides support in three main areas.

**Kitchen Support**

- Locate and set out ingredients and utensils required for practical demonstrations.
- Prepare individual food trays for demonstrations in a timely manner.
- Source best quality and best priced ingredients from a range of food suppliers.
- Collate weekly food orders for Years 7 – 12.
- Rotate stock (pantry/fridge/freezer) in both kitchens.
- Assist with organisation for Food and Hospitality functions.
- Wash and dry utensils used in between practicals that are not dishwasher safe.
- Assist teachers in maintaining kitchens to industry standard (following kitchen checklists).
- Assist teachers in class if required.
- Ensure all utensils are well maintained and correctly stored, ready for use.
Textiles Support
- Cut out fabric for students’ projects at Years 7 and 8 and for Year 10 quilts.
- Monitor maintenance of sewing machines, drop off machines for repair and collect as required.
- Monitor and maintain stock levels of bobbins, thread, fabrics for Years 7 and 8.
- Source best quality and best priced materials/equipment from a range of haberdashery suppliers.

Administrative Support
- Check email correspondence/requests.
- Place, monitor and follow up student food orders.
- Check deliveries against orders and follow up on any issues.
- Manage the computerised order system.
- Record student orders/prepare data to be entered for student accounts for Years 9 – 12.
- Reconcile food and petty cash accounts for the Home Economics department.
- Coordinate photocopying of booklets and class materials.

PERFORMANCE APPRAISAL
- The successful applicant will undergo a probationary period of six months during which time the Head of Faculty and the Vice Principal will appraise his/her work.

As the programs and activities of Seymour College are based upon strong Christian principles and traditions, the successful applicant should be supportive of and comfortable within such an educational environment.