

Job Description – Home Economics Assistant

Title:	Home Economics Assistant (Secondary School)
Reports to:	Home Economic Teachers Head of Learning Area – Technology & Enterprise
Working Relationships	Internal: <ul style="list-style-type: none"> MBC students and staff External: <ul style="list-style-type: none"> Suppliers
Employment Type	Part time, 0.8 FTE
Work days/hours:	6.5 hours/day - Monday, Tuesday, Thursday and Friday 8:30am to 3:30pm with half hour unpaid lunch break
Job Summary	
<p>The Home Economics Assistant will work under the direction of the Home Economic teachers and the Head of Technology & Enterprise to assist in preparation and delivery of Food Technology classes from Years 7-12, including ordering, deliveries, food preparation and assistance with students. Additionally, the Home Economics Assistant will help with the College's Children, Family & the Community courses for Years 8 to 12.</p>	
Qualifications / Work Experience	
<ul style="list-style-type: none"> Working With Children Check Desirable: Experience of working in a school environment Computer knowledge 	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none"> Willingness to uphold and live the mission, vision and values of Mandurah Baptist College Good oral and written communication skills, including the ability to interact with students, parents and teaching professionals. Good interpersonal skills, including the ability to work as part of a team. Good organisational skills that will assist in the delivery of effective education programs to students. Ability to assist with the general health and wellbeing of students. 	
Key Tasks & Responsibilities	
<p>General duties:</p> <ul style="list-style-type: none"> Provide effective technical and administrative support to the Home Economics Teachers. Assist the Teachers in the delivery of the educational programme as directed by the Home Economics Teachers Assist the teachers with lesson preparation in terms of equipment and supplies. Maintain the general appearance of all Home Economics, food and sewing rooms by the regular maintenance of equipment and displays. Work with students as required by the teachers <p>Food and supplies</p> <ul style="list-style-type: none"> Ordering of Food and supplies through Coles online Buying extras if required with MBC Coles card Unpacking order and safe storage Apportion foods for various classes – sorting, cutting, and distributing Checking out of date stock Dishwashing liquid refilling Maintain stock levels for creative crafts, childcare and CFC craft projects. (HE Teacher to check: elastic, fabric, wadding etc., help with sewing machines, knitted blanket, mobiles etc. 	

Practical assistance and preparation

- Assisting with practical lessons and Food tech Productions when required
- Getting out and preparation of equipment for classes
- Assist during practical lessons with extra ingredients or equipment
- Assist at end of lessons with laundry, container sales and tidying last equipment away
- Checking equipment safety and replacing breakages
- Units – checking units for correct equipment, disinfect stoves and worktops after each lesson.

Regular cleaning

- Cleaning units, stoves, fridges and freezers regularly – weekly
- Laundry – washing, drying and folding of tea towels, aprons
- Clean and maintain order in storeroom as well

Planning and extra duties

- Containers – buys, sell and take money to the office
- Help with typing, compiling and editing of food tech booklets, programs and tasks IF REQUIRED
- Assist with the programming, paperwork, servicing, charging and producing reports of the RealCare baby
- Arrange servicing of the sewing machines every 2nd year.
- Plan ahead sufficiently for classes affected by PD days, sports carnivals, assemblies and public holidays.

Others:

- Ensure compliance with MBC values, policies and standards
- Follow reasonable directions in relation to Work Health and Safety
- Any other duties as directed

Created on November 2024

Last Updated: