



Job Description

Title:	Home Economics Technician
Reports to:	Head of Learning Area/Head of Secondary
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	0.2 FTE
Employment Type:	Contract - Semester 2 , 2025
Position Summary	
<p>South Coast Baptist College is seeking a dedicated and detail-oriented Home Economics Technician to support the Food Science Technology classroom within the Secondary College. This role plays a crucial part in ensuring a clean, organised, and well-stocked learning environment while assisting teachers in supporting student learning and maintaining high standards of hygiene and safety.</p>	
Job Description	
Classroom & Student Support <ul style="list-style-type: none">Assist the Food Science Teacher with preparing teaching aides, materials, and resources for student group work.Set up and prepare food requirements for each class and demonstrations.Support students during practical lessons as directed by the teacher.Ensure students follow correct safety procedures and hygiene practices.Assist students in moving between workstations and managing equipment.Provide appropriate encouragement and positive reinforcement.	
Food & Resource Management <ul style="list-style-type: none">Order, collect, and manage all grocery items required for lessons.Source alternative suppliers for required commodities when necessary.Maintain stock control, ensuring items are available and stored correctly.Ensure all food, equipment, and supplies are returned to their correct locations after each lesson.Organise, prepare, and support catering functions and Coffee Club during peak periods.	
Hygiene & Maintenance <ul style="list-style-type: none">Maintain cleanliness in the Food Technology Room, including benches, equipment, and appliances.Daily cleaning and restocking of the Secondary Staffroom kitchen (approx. 15-20 minutes per day).Wash ovens, microwaves, and fridges at the end of each term.Check and maintain a supply of cleaning products, ensuring compliance with Occupational Health and Safety requirements.Monitor and report any maintenance or repair needs to the teacher.	
Administrative & General Duties <ul style="list-style-type: none">Photocopy student recipes, worksheets, and resources as requested.Maintain a well-organised preparation area, workbench, and laundry space.	



- Secure classrooms by checking windows, doors, and turning off gas and power at the end of each day.
- Provide support and strategies to relief teachers for classroom management.
- Participate in student supervision for in-school and out-of-school activities.
- Report any concerns regarding student welfare as per College policy.

Behaviour Management & Ethical Responsibilities

- Support classroom behaviour management strategies in collaboration with the teacher.
- Uphold the College's ethos and ministry values, including adherence to the Statement of Belief.
- Maintain confidentiality and professional conduct at all times.
- Foster respectful relationships with students, staff, and parents.

Selection Criteria

- Minimum Certificate III in Education Support (or equivalent qualification).
- Willingness to obtain a Certificate IV in Special Needs if required.
- Current Driver's Licence.
- Proficiency in computer use, particularly for online ordering and administrative tasks.
- Ability to work collaboratively with an experienced teaching team.
- Strong communication skills with both students and adults.
- Physically capable of fulfilling cleaning and organisational tasks.
- Ability to work full days (e.g., 8:00 am – 4:00 pm or similar).

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate.



**SOUTH COAST
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Thy Kingdom Come

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	