



Courage in Wisdom | Hope in Love

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

Position Summary

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.

Job Description

Classroom & Student Support

- 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

- 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

- 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

- 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.



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:	