

## POSITION DESCRIPTION

# FOOD EDUCATION ASSISTANT

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| DEPARTMENT   | ECG  |
| REPORTS TO   | Campus Principal   |
| DATE   | October 2025   |
| POSITION OBJECTIVE   | The <i>Food Education Assistant</i> primarily supports teaching staff to deliver learning through food as a medium. The role coordinates the kitchen environment, ensuring equipment is functional, ingredients are available for classes, upholding food safety and hygiene. Key responsibilities include inventory management, maintaining the cleanliness and organisation of teaching spaces and assisting students under teacher supervision. |
| Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required |  |

**Our Values** are reflected in our commitment to:

- \* *Integrity*
- \* *Inclusion*
- \* *Quality*
- \* *Collaboration*
- \* *Safety*

*Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.*

*United we belong. Together we thrive.*

*The CCG community welcomes people from all backgrounds, abilities and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.*

*At CCG we:*

- *Provide a safe and inclusive environment that is free from discrimination.*
- *Empower students and harness their uniqueness through voice and agency.*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff.*
- *Celebrate the differences of our people and recognise their unique contributions to our community.*

## SCOPE OF THE ROLE

The role coordinates the kitchen environment, ensuring equipment is functional, ingredients are available for classes, upholding food safety and hygiene. The role is not responsible for teaching, but may aid students in understanding learning concepts and food preparation activities.

## RESPONSIBILITIES

- **Kitchen Management:** Setting up equipment and ingredients for lessons, and cleaning and tidying work areas and equipment after use.
- **Equipment Maintenance:** Checking and maintaining equipment is in working order, performing simple repairs, and reporting faults.
- **Inventory and Ordering:** Maintaining stock records for perishable and non-perishable items, assisting with ordering and checking deliveries.
- **Storage & Disposal:** Ensuring food is stored in appropriately sealed and labelled containers to preserve integrity of the product and protect from pests. Disposal of food to include waste separation and environmental consideration.
- **Food Safety & Hygiene:** Ensuring a hygienic and clean environment, storing food appropriately, and reinforcing appropriate safety measures.
- **Linen & Supplies:** Organising the washing and maintaining textiles like tea towels, aprons, and dishcloths.
- **Student Support:** Providing practical support to students in the kitchen, as directed by teaching staff.
- **Health & Safety:** Managing hazards like cuts, burns, slips, and strains, by using proper equipment, PPE, and training, while also adhering to food safety practices like hygiene and safe temperature control to prevent illness.
- **General Cleaning Duties:** Including maintaining the premises in accordance with the Food Act 1984 and cleaning table and chairs.

## ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies, and emergency procedures in place throughout the organisation including:
  - Promptly and accurately reporting all hazards, accidents, incidents, and near misses.
  - Ensuring safe use and maintenance of equipment including PPE for self and students.
  - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
  - Make recommendations for improvements in health and safety.
  - Complete a safe food handling certificate.

- Actively support the mission, vision, and values of CCG in the performance of all roles and functions.
- Ensure that all actions support the good reputation of CCG and assist to build a positive perception of CCG with all stakeholders including students, community groups, employers, and visitors.
- Be aware of and participate in planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures

### CAPABILITIES/KEY SELECTION CRITERIA:

- The candidate should demonstrate experience and practical application of the following capabilities within a work setting.

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| <b>Planning and Organisation:</b> Prioritising tasks, managing schedules, and completing work within designated timeframes.              |
| <b>Adaptability &amp; Problem Solving:</b> Being flexible and willing to learn new technologies and adapt to changing work environments. |
| <b>Resource Efficiency:</b> Achieve results through efficient use of resources and delivery on agreed outcomes.                          |
| <b>Teamwork:</b> Collaborating effectively with others to achieve common goals.  |
| <b>Safety and Compliance:</b> Understanding and adhering to safety regulations and industry food handling standards.                     |

### MANDATORY REQUIREMENTS

- Valid Working with Children Check
- Police Check (with no charges or indictments)
- Completion of (or willingness to complete) a food handling certificate.

### FUNCTIONAL RELATIONSHIPS

**Key Internal**  
Students  
Staff  
Management

**Key External**  
Local Govt Food Officers  
Community Groups & the Public  
Suppliers



**DECLARATION:**

I have read, understand, and accepted the above Position Description.  
I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

Signed: \_\_\_\_\_

Date:

Name:

