

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Ed Support Level 1-Range 2	Role Type	
Job Posting Title	ES1-2 Hospitality Food Assistant		
Subjects/Duties		Level	
Begin Date	11/07/2022	End Date	16/09/2022
Regular/Temporary			
Hours	19.00		
Reference #	1280376		
Contact Name			
Phone			
School Website			
Apply By	08/06/2022		

Position Descriptions

Visible	Internal and External
Description Type	Conditions of Employment

Description

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Visible Description Type Internal and External
EEO AND OHS Commitment

Description

The Department of Education and Training is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms – gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Visible Description Type Internal and External
Role

Description

As specified Victorian Government Schools Agreement 2017, Attendance (5) (a) (i) An

education support class employees will be in attendance for a minimum of 7.6 hours daily between 8am and 6pm from Monday to Friday. Due to the nature of this role it is deemed necessary to have specified hours as listed below:

Monday	8:30 - 3:00
Tuesday	n/a
Wednesday	8:30 - 11:30
Thursday	8:30 - 3:00
Friday	8:30 - 12:30

As listed in the Victorian Government Schools Agreement 2017, 5(a)(ii) an education support class employee can be required to attend for duty and/or professional development up to a maximum of 6 days of the additional leave specified in clause 26 (1)(b). Attendance can only be required during one or two school vacation periods in a year at the commencement or conclusion of a school vacation period and the employee must be provided with

reasonable notice, being not later than four weeks into the preceding term.

Any additional hours worked are subject to the MSC ' s ES TOIL Policy.

Performs and/or supervises tasks that are carried out in accordance with guidelines, accepted practice and school policy. This may include the supervision and coordination of other education support class staff within the work area or educational program. Supervision and coordination would be limited to ensuring routine tasks are performed to required standards. Input into identifying training needs and development of education support class staff within the work area or educational program becomes an important feature at range 2.

Specialised support to achieve specific outcomes is a feature of range 2. Typically this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the operation of a work area (e.g. managing the day to day operation of a school office) under the direction of the principal or another senior manager.

Provides support to teachers and students that is beyond the routine support provided at education support class Level 1, range 1. Within an educational program assists teachers with the coordination of the support function, such as directing/organising the work of other support staff or providing a specialist support role.

Undertakes medical intervention support tasks or other specialised student/teacher support roles that require specific training that must be updated from time to time. The role is for a specific purpose for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.

Performs technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science and information technology laboratories would be typical examples.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Visible Internal and External
Description Type Other Information

Dear Applicant

Description

Thank you for your interest in this vacancy at Mildura Senior College, please note that this is a

leave replacement position. However, casual hours may be available after the contract has finished.

- Applicants should address the key selection criteria.
- Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.
- Day time phone numbers are vital to make appointments for an interview in the event that you are shortlisted.
- If you have an Employee ID Number, please include it on your application.
- Three (3) Referees are required. Please provide names, contact phone numbers and **e-mail addresses** (Most recent employer is preferred).
- A copy of your current Employee **Working With Children Check** will be required if successful.
- A copy of your COVID-19 vaccination / exemption will be required if successful.

**Salary Range ES1-2 \$57,514 - 66,077 (full time),
approx \$29 - \$33 per hour**

Visible Internal and External
Description Type Selection Criteria

SC1 Capacity to undertake routine support tasks across a range of hospitality functions, including purchasing of materials and food preparation.

SC2 Demonstrated capacity to work and communicate effectively with members of the school community including staff, parents and students, and the capacity to provide support to students during class when necessary.

Description **SC3** Demonstrated knowledge in the use and cleaning of professional kitchen systems and associated technical equipment.

SC4 Demonstrated capacity to plan for upcoming tasks and work within set timelines.

SC5 Demonstrated knowledge of food handling regulations and / or experience working in a busy kitchen or hospitality setting is highly desirable.

Visible Internal and External
Description Type Responsibilities

Role

The Hospitality Food Assistant is responsible for the following:

Description

Hospitality Food Areas

- To support the delivery of relevant curriculum programs within the Food

Technology areas, including the preparation of food and equipment, to ensure practical lessons run smoothly and in compliance with relevant regulations.

- To work under the direction of the Food and Technology Teacher / Business Manager, using established routines, methods and procedures.
- Responsible for the purchasing of classroom supplies in a timely manner as required.
- Set up and put away equipment and materials in support of teaching programs.
- Responsible for the care and operation of equipment and prepare class sets for classroom use.
- Provide basic training to staff and students on use of new/unfamiliar equipment, support students during practical lessons when necessary.
- Assist in the preparation of displays and exhibitions.
- Ensure all kitchen, storage and food classroom areas are in a clean, safe and orderly condition and compliant with Local Council regulations.
- Ensure work areas, materials, equipment, and appliances are maintained in a clean and ready to use condition.
- Label, sort and store all resources in accordance with manufacturer's instructions and school procedures and monitor safety and condition of all classroom equipment and resources.
- Assist appropriate staff and programs

with preparation of food for College events as required.

Workplace Safety

- Ensure a safe working environment and high hygiene standards in the kitchen and prep room areas.
- Have completed, or be prepared to complete, relevant training including Food Safety Handling and COVID-19 hygiene course.
- Work within the requirement of the safe food handling regulations and the Education Department 's Healthy Eating & Other Food Services Policy.
- Assist with ensuring compliance of storage, labelling and disposal of food / chemicals, equipment and materials are adhered to at all times.
- Undertake relevant risk assessments and maintain chemical register and material safety data sheets within the work area.
- Assisting with pre-term set up and end of term cleaning of equipment, fixtures and fittings including shelves and non-perishable stock, benches, ovens, fridges and freezers.

General

- Photocopying class materials.
- Communicate effectively and foster positive relationships with all members of the school community.

- High level organisational and time management abilities.
- The ability to work effectively in a team environment.
- Actively seek and participate in professional development (Subject to College P&D guidelines).
- Attend and participate in team meetings.
- Participating in the College ' s performance and development processes in line with DET requirements.
- General duties as directed by the Principal within the requirements of ES1-2 dimensions of work as listed in the Victorian Government Schools Agreement 2017

Other Requirements

- Current Drivers Licence
- Current Working with Children Check
- An appropriate Food Handlers certificate or equivalent (SITXFSA001 Use hygienic practices for food safety)
- First Aid Level II (or equivalent) is recommended.

Visible Description Type Internal and External Location Profile

Description Mildura Senior College is an educational landmark located in the heart of Mildura. With a student population in 2022 of 889 enrolled students with the addition of Year 10 VCE & VET external enrolments from surrounding schools. The College is one of a

small number of stand-alone Senior Colleges in the state catering exclusively for Year 11 and 12 students undertaking the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL). Mildura Senior College provides access to an unparalleled level of choice in the study areas of the VCE, VCAL, Vocational Education and Training (VET) and University Enhancement studies. The College has a clear commitment to the Managed Individual Pathways Program providing timetabled classes and Pathways Teachers advocate for all students. This unique learning environment is highly valued by the school community, which sees it as essential to students developing skills crucial to future success.

The College boasts outstanding facilities, which include the Deakin Trade Training Centre, VCAL Hub, Arts Precinct, Fitness Learning Facilities and numerous undercover student recreational areas. The grounds boast three sporting ovals utilised by College students, neighbouring schools and community sporting groups.

The College is committed to providing suitable senior pathways for all senior students. We work in partnership with our neighbouring 7-10 colleges: Chaffey Secondary College, Irymple Secondary College, Merbein P-10 College, Trinity Lutheran College and Henderson College. There is close cooperation with these colleges in the areas of Instrumental Music, EAL provision, sport, professional development programs, student transition and orientation. Each year approximately 30% of enrolments come from outside these neighbourhood colleges and include public, catholic and independent schools.

The College provides a young adult learning environment and a learning philosophy built upon partnerships and strong relationships between teachers and students. Mildura Senior College provides clear pathways to further study and the workplace. Our mission is to deliver excellence in education and training opportunities for all students. Students are supported by full time careers and VETis advisors, school to work coordinator, an extensive wellbeing team, student sub-school leaders and a team of staff experienced in the successful delivery of senior studies. Mildura Senior College currently has 112 members of staff including 73 teaching staff.

Mildura Senior College is an inclusive environment that has a diverse student co-hort including Koori, Pacifica and EAL students and celebrates this diversity. The Clontarf Academy is one example of a program at Mildura Senior College, targeted at reducing educational disadvantage for students.

The College is committed to Respectful Relationships and being a Safe School. The College values of **Respect, Responsibility, Resilience, Independence and Success** reflect the culture and behaviours the College aims to develop in students, to enable them to become outstanding young people as they transition on their pathways to the future.

Visible Description Type	Internal and External Who May Apply
Description	Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.
Visible Description Type	Internal and External Child Safe Standards

Description Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department ' s exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

Visible Description Type Internal and External
DET Values

Description The Department ' s employees commit to upholding DET ' s Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET ' s Values complement each school ' s own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

Visible Description Type Internal and External
Vaccination Requirement

Description A person is not eligible for employment in the Teaching Service unless that person meets the [vaccination requirements](#) on commencement in the position.

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	25/05/2022	08/06/2022
Internet	External Posting	25/05/2022	08/06/2022

Job Information	
Created By	09638123(Heidi Earle)
Created	25/05/2022
Opening to Fill	L(Limited Number of Openings)
Target Openings	1
Available Openings	1
Business Unit	DOEBU(Dept of Education and Training)
Company	DOE(Dept of Education and Training)
Status Code	010 (010 Open)
Reason for Job Opening	
Status Date	25/05/2022
Date Authorized	25/05/2022
Fixed Term Reason Verified	

Employees Being Replaced	
Employee ID	Name
09337051	Sarah Jones

Staffing information	
Region	AUS
Schedule Type	Part-Time
Work Period	DOE Weekly