

NAMBOUR CHRISTIAN COLLEGE LTD

Position Profile – Teacher Assistant (Hospitality)

Document History	September 2022, Jan 2020, Sept 2017
Scope	To provide assistance to the Head of Hospitality (Chef) and Hospitality students.
Qualifications	A formal qualification is desired, but not essential. Staff are encouraged to hold a formal qualification and to advance their skills and knowledge base. A current Senior First Aid Certificate. A current Positive Blue Card – Commission for Children and Young People.
Accountability	Head of Hospitality and ultimately the Executive Principal
Relates to	Head of Hospitality, Head of Business Operations, Secondary Teacher Assistants, Secondary Teachers, Students and families.
Attributes	<p>These are generally personal in nature and reflect the desired attributes of staff members working as part of the Administration/Teacher Assistant Team.</p> <ul style="list-style-type: none"> • A personal faith and commitment to Jesus Christ and to the Mission and Vision of Nambour Christian College • To act always in a manner consistent with the College Ethos • To foster teamwork within staffroom and work areas • To prioritise and effectively manage workload • To communicate effectively with parents, students, and staff in both written and oral form • Demonstrate a level of commitment to maintain personal professional knowledge and skills • Maintain confidentiality and discretion in relation to sensitive information regarding students, parents and staff.
Responsibilities	<p>Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable. Attention should be given to maintaining the priority of the duties listed below. Responsibilities described in the Position Profile will be reviewed annually.</p> <p>General Responsibilities:</p> <ul style="list-style-type: none"> • Be well-informed in relation to responsibilities under the Privacy Act. • Demonstrate discretion in relation to sensitive information regarding students, parents and staff. • Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2012 and authorized revisions. • Have a thorough understanding of hygiene within the Hospitality Department and attend regular courses with students. • To attend Teacher Assistant meetings.

Teacher Assistance in Hospitality Kitchen

- Anticipate the needs of the Head of Hospitality (Chef) prior, during and after lessons.
- Assist Chef and students during each lesson.
- Ensure hands are washed and clean prior to handling food.
- Keep up to date with all orders as required. Eg food, containers, gas cylinders, other items as required.
- Be aware of student behavior during every lesson. Ensure safety standards apply at all times.
- Be aware if students are requiring additional assistance during lessons, liaise with Chef regarding these issues.
- When Chef is having a student meeting with individual students, ensure you are present at these meetings.
- Your assistance may be required in relation to functions held after hours.
- Prior to all lessons – ensure all equipment and ingredients are available and ready for use
- After lessons – ensure all equipment is cleaned thoroughly and returned to its correct place.
- After lessons – check under stoves and benches to ensure all food has been removed and cleared away.
- Ensure all washing, drying and putting away of all tea towels, cloths, aprons, etc is completed each day/week
- Assist Chef in developing and implementing classroom environments that promotes learning and personal growth.
- Assist Chef in maintaining an appropriate healthy environment by performing cleaning tasks and assuring completion of such on a weekly or more frequent basis.
- Performance of any additional duties as required.

Reference Documents NCC Staff Code of Conduct
NCC Child Protection Policy
NCC Enterprise Agreement
NCC Staff Dress Policy

Review Annually

Salary In accordance with levels set out in the NCC Enterprise Agreement