



Pittwater House

POSITION DESCRIPTION

TITLE	TAS Teaching Assistant Long Service Leave
REPORTS TO	Principal via Deputy Principal Coordinator of TAS
PERIOD OF EMPLOYMENT	5 weeks – Commencing 22 July 2019 Hours of duty 8am – 4pm

POSITION OVERVIEW

Liaison with

1. Deputy Principal
2. Head of Department
3. TAS Teachers

Philosophy

The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the pedagogical needs of each gender is a core aim of Pittwater House schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is also central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

General Management of Food Resources

- Preparation of food and equipment for daily lessons according to requirements and in consultation with teaching staff.
- General management of food resources including food orders submitted in a timely manner and weekly stock take.
- Management of food storage including meat packaged and stored according to commercial standards, perishables wrapped and stored correctly, food staples clearly labelled, monitoring of use by dates.
- Checking of deliveries.
- Correct disposal of excess/out of date food.

Hygiene and Occupational Health and Safety

- There is a need for attention to safe practices in freezing and refrigeration, storing staple items, wiping up spills, and an awareness of cross contamination. Hygiene and Occupational Health and Safety processes and practices must be followed at all times.
- End of day safety checks.

Finances

- Follow agreed payment and ordering processes.

Equipment

- Knowledge of and ability to operate ovens, microwaves, dishwashers, refrigerators, freezers, electric mixers, blenders, food processors and deep fryers is required.
- Equipment is to be regularly checked and if found to be faulty, the appropriate processes must be followed.

Management of Demonstration and Practical Lessons

- Trays for demonstration and practical lessons are to be prepared according to daily requirements. Demonstration lessons will have ingredients prepared in advance, practical lessons will have ingredients prepared in bulk quantities for the students to weight out in class.
- Equipment will need to be provided for demonstrations and practical lessons.
- Assistance with the tidying up process following activities as necessary.

Function Catering

- Assist with function catering as required. No additional hours will be required for this task unless agreed in advance with the Deputy Principal.

Weekly Duties

- Weekly cleaning including wiping down benches, cupboards, microwaves, ovens, tables, shelves, sinks, tiles etc. Generally assisting teaching staff to maintain a clean and hygienic environment.
- Spot cleaning of equipment as necessary.
- Tidy store rooms.
- Check fridges and freezers for cleanliness and food product deterioration.
- Check for use by dates for dry, fridge and freezer goods.