

# TAUPO-NUI-A-TIA COLLEGE



## JOB DESCRIPTION FOOD PRACTICAL ROOM ASSISTANT

### DETAILS OF POSITION

**Responsible to:**

- Teacher in Charge, Hospitality.
- Head of Faculty, Technology.

**Tenure:**

Permanent.

**Hours of Employment:**

- 4 hours per day, 1:00pm to 5:00pm.
- Five days per week.
- Term time only.

### PERSON SPECIFICATION

- Physically fit
- Honest and reliable
- Motivated
- Able to work independently
- Drivers licence and use of a vehicle.

### PRIMARY OBJECTIVES

- To assist the Hospitality and Food Technology teachers with the smooth running of the food rooms, equipment and resources.
- To maintain high personal and professional standards at all times.
- To actively support the general aims of the school to ensure the maximum possible development of each individual student.

### KEY TASKS

- Laundry (Washing and folding, clean the lint filter on both driers daily and water condenser once a week)
- Staffroom (Dishwashers fill or empty, wipe benches and refill tea, coffee etc)
- Shopping (Pak N Save) teachers will supply food order by 2pm
- Refill Food storage
- Rubbish Bags (Put in corridor after last period)
- Put recycling bins out in corridor
- Bookwork (Purchase orders, maintain google sheet of \$ spent split into teachers, take purchase orders and receipts to office)
- Ordering from Bidfood if needed (Usually bulk products)
- Unpack Bidfood order
- Staffroom (clean microwaves once a week)
- Clean fridges (Pantry, D1 and D2 Coffee room)
- Refill dish liquid in required rooms
- Refill cleaning products in teaching rooms
- Refill food storage

- Wipe down surfaces in D1 and D2
- Clean hand washing troughs in both rooms
- Clean microwaves in Room D1 plus surface/sink area and wipe down shelves
- Sanitise all chopping boards.
- Refill cleaning products and dish washing liquid
- Clean microwaves, stovetops, sinks and benches
- Plus any other additional jobs needed/requested by Food Technology Teachers