

IONA PRESENTATION COLLEGE

Home Economics
Technician



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Mission and Values

Through the tradition of the Catholic Church and inspired by the compassion of our Founder, Nano Nagle, Iona Presentation College strives to achieve the best spiritual, intellectual, physical, and cultural outcome for our students.

Six Iona values underpin all that the College strives for. Each year, a value is chosen as a focus. By the time students reach Year 12, they have lived through and practised each value to the best of their ability.

- **Courage & Integrity:** To be true to ourselves, to be genuine to others, to live with honour and demonstrate personal conviction.
- **Love of Learning:** To ignite a passion for lifelong learning that enables us to explore, reflect, create, and achieve.
- **Heritage & Tradition:** To celebrate our Presentation heritage as a foundation for embracing and building our future.
- **Excellence:** To discover opportunities, set challenging goals, develop a strong work ethic, and strive to do our best.
- **Community:** To be a people of "welcoming heart" and kindness who create a sense of belonging where each member of our community is valued.
- **Social Justice and Compassion:** To inspire all to live the Gospel of Jesus Christ and, informed by the Catholic Social Teaching, to take action for those in need in our communities.

Outline

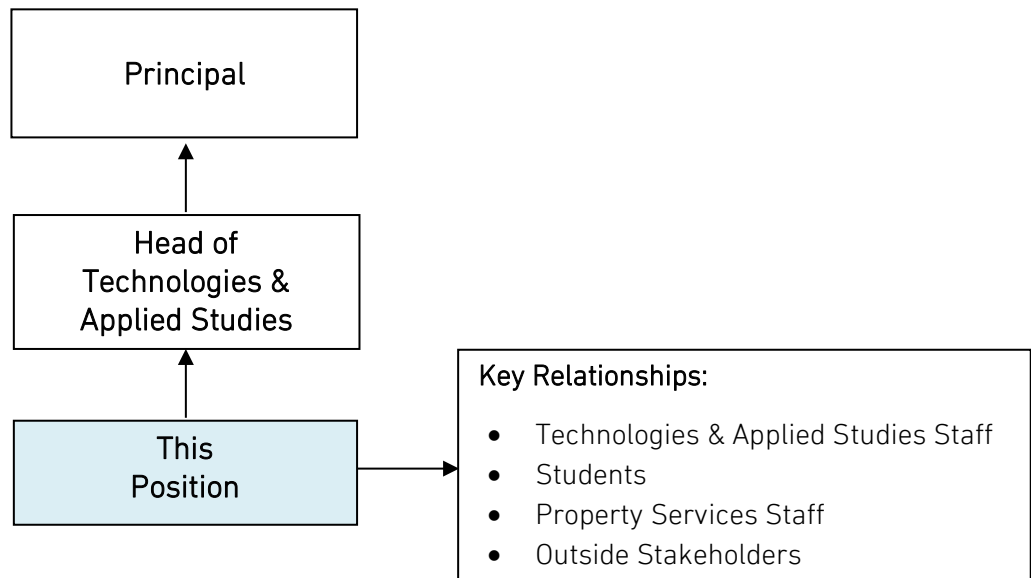
Learning at Iona Presentation College reaches beyond the realms of the classroom. Our program offers multiple and diverse opportunities for enrichment, allowing students to discover and enhance their talents and skills. Co-Curricular opportunities at the College encourage the exploration of the domains of Sport, Service, Performing Arts, Academic Excellence, Innovation, and the Arts.

Iona Presentation College is also a member of the Independent Girl's School Sports Association (IGSSA). This provides quality sporting opportunities for students participating at different levels of competition.

Position Identification

Department	Technologies & Applied Studies
Position	Home Economics Technician

Position Relationships



Position Commitment

To provide proactive support and assistance to the teaching staff in the Technologies and Applied Studies Learning Area. To enhance and enrich the learning experience of our students and ensure that the aims and objectives of the College are achieved in a manner that meets the needs of individual students, promotes a positive image of the College, reflects good practice in teaching and learning, and complies with all relevant health and safety standards and regulations.

Key Responsibilities

- 1 Preparation of foods and equipment for practical cooking lessons.
- 2 Assist in lessons as required.
- 3 Clear ingredients tables at the end of each lesson ensure foods labs remain clean, neat and organised.
- 4 Ensure student and teacher units are neat and all utensils and crockery are stocked.
- 5 Liaise with Property Services staff regarding maintenance requests.
- 6 Cooking and baking for lessons as required.
- 7 Collate recipes and food orders.
- 8 Food and equipment ordering as required.
- 9 Researching and assisting in ordering special items as required.
- 10 Launder and distribute linen for lessons
- 11 Photocopying and word processing if required.
- 12 Classroom displays as required.
- 13 Order stationary as required.
- 14 Assistance at school functions.
- 15 Assistance in Textiles Technology when required.
- 16 Organise annual cleaning of ovens and sharpening of knives (in collaboration with Textiles Technician).
- 17 Competent level of IT skills, including Microsoft Suite of programs on Apple devices.

Personal and Skill Requirements

- 1 Model and maintain the Presentation ethos of the College.
- 2 Strong sense of confidentiality and loyalty.
- 3 Well groomed, well spoken, familiar with protocol and etiquette.
- 4 Interpersonal skills and written and oral communication skills of a high order.
- 5 Demonstrated capacity for self-directed work and for taking initiative.
- 6 The ability to work independently and as part of a team.
- 7 Well organised, accurate, flexible, creative and innovative.
- 8 Competent level of IT skills, including Microsoft programs Word, Excel, Outlook and Internet.

Requirements (CECWA Policy: Appointment of Staff in Catholic Schools)

- 1 As a condition of employment, staff are committed to Catholic values and will cooperate actively in fostering the College's mission through its life and curriculum (Bishops Mandate 96).
- 2 Staff must be fully supportive of the objectives and ethos of Catholic Education.
- 3 Child safety and protection is a fundamental responsibility for everyone in the College.
- 4 All applicants are required to provide a current Working with Children card and National Police History Check from Western Australian Education and Training Sector (Crimtrac).
- 5 All staff must commit to Accreditation to Work in a Catholic school; this is to be completed during the school holiday periods.
- 6 All applicants are required to provide the contact details of two confidential referees.
- 7 To apply for this position, you must be eligible to work in Australia

Please note: This position description provides a general overview of the role and responsibilities of the position. It is not intended to be all inclusive and the incumbent may be required at the discretion of the Principal to perform tasks, duties and responsibilities not otherwise listed. The Principal reserves the right to change this position description in consultation with the successful candidate to meet the needs of the College.