

## **Expression of Interest**

### **Home Economics Teacher Aide**

**Monday, Wednesday and Friday – 15 hours per week**

**(5 hours per day) until 13 December 2019 with a possible extension**

#### **Responsibilities include:**

- Grocery ordering, taking delivery and unpacking of grocery on a weekly basis.
- Monitor and order stationery supplies/kitchen supplies/equipment and other items when required.
- Monitor and order café supplies as required.
- Prepare trolleys with ingredients and other supplies for year level cooking classes and cleaning of trolleys on completion of classes.
- Maintain stock control in cold rooms, storerooms and resource rooms ensuring rotation of stock on a regular basis.
- Washing and folding of tea towels, aprons and other linen on a daily basis.
- Maintaining stock levels for detergents, soaps, spray bottles and paper towel dispensers throughout the two kitchens.
- Maintain the yearly stocktake for Home Economics and Business.
- Ensuring electrical appliances are clean and stored correctly.
- Regular cleaning of fridges, microwaves and kitchens and organising services for sewing machines etc.
- Manage end of term cleaning (last week of each term) – eg: stoves, fridges, cold room, freezers and microwaves and ensuring the kitchens are also tidy.
- Submit requestions and invoices of stock to finance for payment.
- Issue invoices for functions where the Home Economics department have catered on a monthly basis.
- Maintain and cost recipes on a weekly basis through a database showing costs and expenditure.
- Maintain noticeboards in kitchens and labelling of stock in cupboards and fridges.
- Maintain textiles resource storerooms – including cutting of fabric and other materials for classes.
- Monitor and order dye, fabric, sewing machine supplies when required and manage the stock on hand for sewing machines.(this will also include organising services for sewing machines etc when required)
- Other jobs as requested by teachers/HOD's or Business Manager.

#### **Skills required:**

- Current Working with Children's Card
- Current First Aid Certificate would be desirable
- Knowledge of Outlook, Word, Excel
- Knowledge of photocopiers
- Demonstrated high level of communication skills
- Proven ability to work independently as well as with students and staff

If you are interested, please submit an Expression of Interest for the position with a brief resume (maximum 2 pages) outlining your suitability for the role, ensuring you include contact details and two current referees. Applications close on Friday 20<sup>th</sup> September 2019.

**Enquiries should be directed to Rebecca Richardson Business Manager on 3810 9331. Applications can be emailed to [rrich108@eq.edu.au](mailto:rrich108@eq.edu.au)**

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