



JOB DESCRIPTION

FOOD PREP AND HYGIENE ASSISTANT

Employment Conditions	Part-time, term-time only, ongoing subject to successful completion of 6 month probation period
	In accordance with the Educational Services (Schools) General Staff Award
Reports to	Head of Design Technologies
Last Revised	June 2025

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

ROLE

The Food Prep and Hygiene Assistant supports teaching staff in the delivery of food technology education by ensuring a clean, hygienic, and safe environment. This role involves preparing materials, maintaining high standards of cleanliness across all workspaces, storage areas, and equipment, and assisting students during practical lessons.

RESPONSIBILITIES

The duties of the Food Prep and Hygiene Assistant include:

- Daily cleaning and sanitising of student workspaces, preparation benches, sinks, and demonstration areas
- Routine wiping of all surfaces, including window ledges, cupboard tops, shelving, and appliances
- Regular cleaning, defrosting, and sanitising of refrigerators and freezers
- Cleaning of small and large appliances, including ovens, microwaves, sandwich presses, mixers, and food processors as needed
- Washing and sanitising chopping boards, utensils, and containers to prevent cross-contamination
- Weekly deep clean of frequently used appliances and storage units
- Ensuring all linen, tea towels, aprons, and cleaning cloths are laundered regularly and stored neatly

FOOD PREP AND HYGIENE ASSISTANT

- Accurately prepare food required for Years 8 to 10 Food Technology and Years 11 and 12 Food Science and Technology, including all required equipment
- Prepare food and equipment for teacher demonstrations
- Removing food and assisting with the clean-up during and at the end of lessons
- Assist in the setup and operation of kitchen appliances, such as ovens, mixers, and food processors
- Weekly food ordering, using computer software to assist
- Maintaining food stocks to a high level of food safety including labelling/ freezing and appropriate turnover/ disposal of stored food items
- Monitoring freezing and defrosting of ingredients for lessons
- Conduct an intensive clean of all rooms at the end of each term
- Maintaining stocks of equipment and packaging required for the food rooms
- Ensuring that sufficient stocks of all cleaning materials for the department are maintained
- Unlocking and locking rooms, cupboards, gas connection and re-locking at the end of each day
- Conduct an annual stocktake of all equipment and organise replacement items
- Other duties as required by the Head of Department or by the School

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Experience and Skills

Essential

- A very high standard of cleanliness and hygiene.
- A passion for preparing and cooking food, including a strong knowledge of ingredients and the ability to interpret and follow recipes.
- Ability to follow a schedule, prioritise tasks and work under pressure.
- A knowledge of food hygiene and occupational health and safety.
- Experience and a good working knowledge of Microsoft Office programs.

Desirable

- Experience in the education sector.

Personal Qualities

Essential

- Enthusiastic and energetic.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with teachers, students, and other staff members.
- Excellent organisational and time management skills with the ability to manage multiple tasks in a busy environment.
- Ability to anticipate and manage problems related to supply of resources.
- A high standard of personal presentation.
- A good sense of humour with a positive outlook.

WORKING RELATIONSHIPS

Internal

Principal
Executive staff
Head of Department
Food Prep and Hygiene Assistant
Teaching staff
Administrative staff
Students

External

Suppliers

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.