ROLE DESCRIPTION:
TAS Assistant

PURPOSE OF POSITION
To provide effective support to the running of the TAS Kitchen, Design and Technology, Food Technology, Hospitality and workshop and to assist the department with administrative tasks.

ORGANISATIONAL RELATIONSHIPS
The role is part of the TAS Faculty which is led by the Head of TAS. The role will work closely with all members of the TAS teaching staff. There are no reports to this role.

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL CHARACTERISTICS
• Food technology or hospitality qualifications / experience
• Excellent written and oral communication skills
• Highly organized with attention to detail
• Good planning and problem solving skills
• Good knowledge of MS Office
• Experience and comfortable with using TAS equipment
• Excellent administration skills

KEY RESPONSIBILITIES
• Placing of orders and purchase of goods and equipment for practical classes and department
• Maintaining cleanliness of TAS kitchen, woodwork and textiles rooms
• Preparation of foodstuffs and equipment for practical TAS classes
• Maintain working order of equipment and ensure stock level of supplies
• Assist with out of hours functions as required
• Prepare summary of monthly accounts and petty cash requirements to Business Office
• Provide assistance to teachers during lessons
• General administrative tasks for the department (typing, photocopying, scanning etc)
• Assist in maintaining good order and WHS in all areas of TAS

ALL EMPLOYEES
• Promotion of a positive safety culture in the school and compliance with the school’s WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
• All employees at Loreto Normanhurst are expected to actively support the Catholic ethos of the school. This includes a commitment to the school’s mission statement and Loreto values.

March 2014