Schedule 1

KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION
HOME ECONOMICS ASSISTANT

Document Control and Change History.

Version	Reviewed	Summary of changes	Authorised
2019	April 2019	Original version	
2026	October 2026	Full review: added student support, kitchen garden, Children Family and Community, outcomes, training and compliance; detailed checklists moved to Food Room Procedures (Appendix)	Principal

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KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION
HOME ECONOMICS ASSISTANT

Section 1. School Identification

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational, non-denominational Christian day school with more than 1400 students enrolled from Kindergarten to Year 12. The College has a friendly, professional team of staff, modern facilities and attractive employment conditions.

The College's Mission, Vision and Values reflect the strategic directions of its governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus, technology and infrastructure are designed to support creativity and innovation.

The College is fully committed to the safety and protection of children and young people. It has policies and procedures for the recruitment and screening of staff, consistent with the National Principles for Child Safe Organisations. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and wellbeing through initiatives including a Wellness Program and Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people, who go on to influence the world around them, for the glory of God.

Section 3. The Position

Title
Home Economics Assistant

Section/Department/Learning Area
Technology and Enterprise (Home Economics, Textiles, Children Family and Community)

Employment Type
Permanent part-time (working 43 weeks per year, 4 weeks unpaid stand-down leave)

Tenure
Appointment is subject to the satisfactory completion of a six (6) month probationary period, to a standard acceptable to the College.

Section 4. Workload

This position operates from 8.00 am to 4.00 pm Monday to Friday. The Assistant works 43 weeks per year, comprising all weeks of each school term and one week of the school holiday break at the end of Terms 1, 2 and 3. Any additional weeks required to make up the 43 weeks will be confirmed. For the remaining weeks of the year, when no work is available, the Assistant is stood down on unpaid leave.

Section 5. Remuneration Terms and Conditions

Remuneration and conditions are in accordance with the KCEA Inc. Education Assistants and Non-teaching Staff Enterprise Bargaining Agreement

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Section 6. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of the Director of Corporate Services, Dean of Primary, Dean of Secondary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

Reports to
Head of Learning Area, Technology and Enterprise (HOLA T&E)

Day-to-day Direction
Home Economics, Textiles and Children Family and Community teachers

Works with
Other Home Economics Assistants, the Sustainability Committee, Maintenance and Grounds staff, cleaning staff, Administration Office and Finance Department

Section 7. Purpose of the Role

The Home Economics Assistant supports the teaching and learning program in Home Economics, Textiles and Children Family and Community. Working under the direction of the HOLA (T&E) and classroom teachers, the Assistant makes sure practical lessons are well prepared, safely run and properly resourced, that food rooms meet food safety and hygiene standards, and that students are supported to take part safely and confidently.

Section 8. Christian Values

The position requires a commitment to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and part of a Christian community
- Modelling Christian behaviour, practices and beliefs
- Building cooperative and supportive relationships with staff, students and parents
- Striving for excellence in performance and participation
- Acting in the best interests of the College, the Association and its ethos.

Section 9. Key Responsibilities and Duties

Under the direction of the HOLA (T&E) and classroom teachers, the Home Economics Assistant performs duties within the following areas. Detailed routines are set out in the Food Room Procedures checklist (Appendix), which the HOLA (T&E) reviews and updates as needed.

1. **Practical Lesson Preparation**
   - Prepare ingredients, equipment and food preparation trays in advance of scheduled practical lessons and teacher demonstrations;
   - Defrost and store food for upcoming lessons in line with safe food handling practices;
   - Set up and pack away all food preparation rooms before and after lessons.

2. **Supporting Students and Teaching**
   - Assist the teacher during practical lessons so they run smoothly, including helping students collect the correct ingredients and equipment;
   - Under teacher direction, support individual students or small groups with practical tasks and demonstrations;
   - Assist with food preparation alongside students in senior and specialist food courses as required;
   - When two Assistants are rostered together, the Assistant with the most relevant qualifications or experience supports the teacher in the classroom, while the other completes preparation and cleaning tasks;
   - Help supervise students during practical lessons, garden activities and out-of-class activities;
   - Be aware of students' allergies and medical action plans, and follow the College's anaphylaxis and allergy procedures;

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- Provide minor first aid when needed and report incidents in line with College procedures;
- Help maintain a safe, supportive and inclusive learning environment.

3. **Food Safety, Hygiene and Cleaning**
   - Clean up between lessons, including benches, dishes, equipment and tea towels;
   - Clean all food rooms and specialist equipment daily, including the barista machine and mobile coffee cart;
   - Complete the daily, weekly and holiday cleaning routines in the Food Room Procedures checklist, including ovens, cooktops, microwaves, fridges, freezers and the cold room;
   - Maintain high standards of food safety and hygiene, including correct storage, labelling, temperature control and allergen separation;
   - Use cleaning chemicals safely, following labels and Safety Data Sheets.

4. **Ordering, Stock and Budget**
   - Complete or assist with the weekly food order and food shopping, mainly using online ordering through approved suppliers;
   - Maintain inventory lists, monitor stock levels and report requirements to the teacher;
   - Check equipment regularly and report faults, breakages or missing items;
   - Keep receipts and invoices, track spending against the food budget and complete associated clerical tasks;
   - Suggest improvements that help the department run efficiently and reduce food waste.

5. **Kitchen Garden**
   The kitchen garden provides fresh herbs and vegetables for use in cooking classes. It is a shared responsibility of the Home Economics teachers, the Sustainability Committee, Year 10 classes and the College maintenance team and gardeners. The Home Economics Assistant works with these groups to help care for the garden and to harvest and prepare produce for use in classes.

6. **Textiles**
   - Keep the textiles room tidy and equipment put away, at least weekly;
   - Cut fabric, trace or redraw patterns and complete other small tasks as directed by the Textiles teacher;
   - Clean and oil sewing machines and sort scrap fabric during holiday periods.

7. **Children, Family and Community**
   - Prepare resources, materials and equipment for Children Family and Community lessons and practical activities, as directed by the teacher;
   - Help set up and pack away practical activities and any related events or visits;

8. **End of Term and Holiday Duties**
   - Complete the end of term, holiday and end of year tasks in the Food Room Procedures checklist, including deep cleaning, defrosting freezers, emptying the cold room, securing valuable equipment and preparing rooms for floor cleaning;
   - Complete the food order for the first week of the next term;

9. **Work Health and Safety**
   - Follow the College's work health and safety policies and procedures in line with the Work Health and Safety Act 2020 (WA);
   - Use safe manual handling techniques for lifting, bending and carrying;
   - Report hazards, incidents and near misses promptly.

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10. **Child Safety and Professional Conduct**
    - Follow the College's Child Protection policy, Staff Code of Conduct and reporting procedures, and raise any concerns about student safety or wellbeing promptly;
    - Maintain confidentiality of student, family and College information.

11. **Other**
    - Assist at College events such as Open Night, fairs and functions, during or outside College hours;
    - Carry out other duties within the scope of the role as requested by the HOLA (T&E) or teacher in charge.

Section 10. Outcomes

1. Practical lessons are well prepared and run safely, smoothly and on time.
2. Food rooms, the production kitchen and textiles room meet food safety, hygiene and work health and safety standards.
3. Ingredients, equipment and resources are available when needed and managed within budget.
4. Students are supported to participate safely and confidently in practical learning.
5. The kitchen garden regularly provides fresh produce for cooking classes and supports the College's sustainability goals.

Section 11. Selection Criteria

Pre-requisites

1. Working With Children Check clearance.
2. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.
7. A current Provide First Aid certificate (HLTAID011) or equivalent, or willingness to obtain one before starting.
8. A current, valid driver's licence.

Essential

1. A personal faith and commitment to the Lord Jesus Christ, including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
2. Support for the aims, principles and tenets of the Kingsway Christian Education Association Inc. and Kingsway Christian College.
3. Demonstrated knowledge of, and commitment to, high standards of food safety, hygiene and work health and safety.
4. Demonstrated organisational skills, including the ability to prepare for multiple classes, prioritise tasks and work to deadlines.
5. Demonstrated effective communication and interpersonal skills, including the ability to work with students, teachers and other staff as part of a team.
6. Demonstrated initiative and a willing, teachable attitude.

7. Demonstrated computer skills, including online ordering, email and basic spreadsheets.
8. The ability to meet the physical requirements of the role, including regular bending, lifting, standing, outdoor garden work and use of cleaning products.

Desirable

1. Experience or qualifications in a school, commercial kitchen, hospitality or similar setting (e.g. Certificate II or III in Hospitality or Kitchen Operations).
2. Experience or interest in gardening, growing produce or sustainability.
3. Experience with online ordering with various suppliers.
4. Willingness to be involved in extra-curricular College activities such as Open Night, fairs and student functions.

Section 12. Application

Please submit your application with the following documents to HR@kcc.wa.edu.au

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and further details are available on the College website or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au .

Applications Close: 12 noon, Thursday 12 November 2026

Peter Burton
Principal
October 2026

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APPENDIX – Food Room Procedures Checklist

The following is an example of the daily, weekly and end of term routines in the food rooms. It is a guide only and may change as rooms, equipment or timetables change, at the direction of the HOLA (T&E)

Daily

- Ahead of scheduled classes, set up and store food preparation trays;
- Ahead of scheduled classes, defrost the next day's meat requirements in the fridge, following safe food practices;
- Prepare food for classes, including teacher demonstrations;
- Support the teacher during practical lessons. In lower school classes, help at the start of the lesson so students take the correct ingredients;
- Clean up after each class before the next begins: wipe benches, wash dishes and clear away items;
- Wash, dry and fold all tea towels;
- Complete the end-of-day cleaning and tidying routine for **all** food preparation areas.
- Help with watering the herb and vegetable garden and harvesting produce needed for classes, working with teachers, students and the grounds team;
- Assist with food preparation in the production kitchen with students as required.

Weekly

- Complete the weekly maintenance schedule for all food rooms;
- Complete or assist with the weekly food order, shopping and associated paperwork;
- Check all ovens and clean at least one oven and grill;
- Clean the barista machine/mobile coffee cart after each use;
- Assist with garden care (weeding, mulching, planting, turning over crops and composting) alongside teachers, students and the grounds team;
- Clean the floor beside the ovens;
- Clean microwave ovens;
- Check student cupboards and benches; make sure equipment is clean, complete and replaced where needed;
- Textiles room (SO7): tidy, put equipment away, wipe down benches and cut fabric as requested.

Last Day of Term / Year

- Wash, dry and put away all dishes; empty the dishwasher;
- Wipe all benches;
- Wash and dry all tea towels and other washing (nothing is to be left in the machine or sink);
- Sort equipment in student benches;
- Empty all perishables from the fridges;
- Empty all internal bins into the outside bins;
- Sweep floors in food areas; clean behind stoves and sweep underneath as far as possible;
- Clean microwave ovens. Check all stoves and ovens are clean, empty and turned off;
- Prepare SO1, SO2, SO4, SO5 and SO7 for holiday floor cleaning:
    - Put equipment away or move it onto fixed surfaces and cover it;
    - Make sure no equipment is left outside;
    - Lock the Thermomix in the office;
    - Put the coffee group handles and tamp in the drawer in the HOLA office;
    - Store other valuable small appliances out of sight in cupboards.

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- Arrange garden watering over the break with the maintenance team or gardeners.

School Holiday Weeks and Before the New Year

- Clean out fridges and defrost all freezers;
- Check and clean all baking equipment;
- Clean ovens and grills each, or as specified by the HOLA (T&E) or teacher in charge;
- SO1: clean and tidy all student cupboards and drawers, replace equipment as required, clean fridges and microwaves;
- SO2, SO4 and SO5: clean all surfaces, equipment and small items, and the inside of cupboards, fridges and freezers;
- SO7: tidy the textiles room, dust, clean tables, check and redraw patterns, sort scrap boxes, clean out cupboards, and clean and oil sewing machines;
- Completely empty, clean and wash the cold room;
- Return furniture and equipment after cleaners have finished the floors; wipe over all benches and stoves;
- Complete the food order for the first week of term;
- Sign in and out at Reception each day. Keep normal work hours unless the HOLA (T&E) approves a change (e.g. so all Assistants can work together on one day).

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