



Melbourne Archdiocese
Catholic Schools



MARYMEDE
CATHOLIC COLLEGE
— In the way of Mary —

Position Description

Product Design and Technology Technician: Food

Purpose of position	The Product Design and Technology Support person is responsible for providing administrative and practical support to the Product Design and Technology teaching staff with classroom set up and maintenance of the Product Design and Technology Classroom.
Staff Team	Product Design and Technology Team
Reporting to	Technology Domain Leader P-12
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - 139 Eminence Blvd, Doreen
Classification	Education Support Officer Level 2, Category B <ul style="list-style-type: none"> • Salary range \$56,019 to \$71,742
Salary and benefits	<ul style="list-style-type: none"> • Salary as per Catholic Education Multi Enterprise Agreement 2022
Commencement date	
Employment conditions	<ul style="list-style-type: none"> • Part-time and fixed term • School holidays • Working hours are 8.00am to 4.06pm, Monday to Friday (30minute lunch) <p>The successful applicant will:</p> <ul style="list-style-type: none"> • be subject to a satisfactory National Police Record Check and Employee Working with Children Check <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Qualifications and experience	<p>Relevant extensive experience</p> <p>Experience in the education sector or communications would be an advantage but is not essential.</p> <p>A current Victorian driver's licence and access to vehicle.</p>

A current Working with Children Check.

Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.

Key duties and responsibilities

- Excellent interpersonal and communication skills are essential.
- Possess effective planning and organisation skills.
- Ability to work as part of a team as well as independently.
- Ability to manage multiple and conflicting demands.
- Willingness to become involved in school activities.
- Good Information Technology skills.
- Sound Literacy and Numeracy skills.
- A commitment to ongoing Professional Development.
- Experience required through previous work in schools/commercial kitchens, or a retail outlet or in the hospitality industry.
- Appropriate Food Handling Certification.
- Food Safety Supervisor Certificate.
- Comply with the Food Safety Act 1984.
- Level 2 First Aid qualifications.
- Working with Children Check.
- Appropriate protective clothing and footwear to be worn at all times.

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

November 2024