



Position Description

Catering and Food Technology Assistant – casual

Roseville College is a vibrant and welcoming community where every student and staff member is truly known and deeply valued. Established in 1908 and centrally located on Sydney's North Shore, we are an independent day school for girls from Prep to Year 12, shaped by a strong Christian foundation and a shared commitment to purpose, integrity and care. We are proud to nurture young women of character who are ready to lead with confidence and compassion in a changing world.

Our staff are curious, courageous and committed professionals—educators, mentors and co-learners—who see their work as both a calling and a contribution. At Roseville, you'll find a supportive and innovative environment where your talents are recognised, your growth is encouraged, and your impact on future generations is both valued and lasting.

The role

- Casual opportunity
- Daytime hours
- Shifts confirmed two weeks in advance

This is an opportunity for an efficient, proactive, and energetic Catering and Food Technology Assistant to join a busy and active school environment. You will be a vital team player responsible for assisting with the preparation of College functions and events. Additionally, you will play a key hands-on role in setting up and preparing the kitchens for practical Food Technology lessons. A positive, "can-do" attitude, excellent organizational skills, and exceptional eye for cleanliness and hygiene is a requirement of this role.

Broad objective

The Catering and Food Technology Assistant provides seamless operational support to ensure the College's catering and academic functions run efficiently. Working in close collaboration with the Catering Manager and the TAS (Technological and Applied Studies) Assistant, the Catering and Food Technology Assistant ensures that all safety, hygiene, and preparation goals are successfully met. Key responsibilities include managing food safety compliance, executing basic ingredient preparation, maintaining spotless kitchen workstations, and setting up function rooms or classroom environments ahead of schedules. The overarching goal of this role is to foster strong, collaborative internal relationships to deliver an exceptional, safe, and well-organised experience for students, staff, and College guests alike.

Key relationships

- TAS Teachers
- Events team
- Students
- Staff

Reports to

Catering Manager/ TAS Assistant

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Key responsibilities

Supports the Food Technology Department:

- Prepare ingredients for food technology lessons.
- Set up class practical lessons with necessary equipment.
- Pack away left over ingredients and clean used equipment after lessons.
- Ensure kitchens and food technology classrooms are kept organised, clean and tidy.

Supports in preparing for school functions:

- Deliver catering to different parts of the College.
- Set up for functions.
- Clean and tidy up following functions.
- Collation of crockery, cutlery, supplies for functions.
- Assist with cooking and food preparation for College function.

Supports in general tasks:

- Take deliveries and pack away.
- Routinely clean and tidy the kitchen(s) and storage spaces.
- Any other duties as required.

Supports the Principal in developing and maintaining the professional culture, a safe work environment and upholding the College community:

- Actively supports the Christian identity and purpose of the College.
- Upholds the values and expectations as described in the Staff Code of Conduct.
- Treats colleagues, students and parents with dignity, respect and the utmost professionalism.
- Assists in monitoring a safe and secure school environment for self, staff and students.

Additional requirements:

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Child Safety

- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.



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- Uphold the highest standard of child safety culture and awareness.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Qualifications, skills and experience

- Level 1 Food Handling Certificate (preferred)
- A strong work ethic, displaying determination, self-motivation and curiosity.
- Flexibility with a high degree of motivation for the role.
- Proven ability to work collaboratively as a member of a team.
- Actively supportive of the Christian mission and values of the College.

Essential characteristics

- Good communication skills
- Customer focused and outcome driven
- Collegial and collaborative
- Emotional resilience
- Initiative
- Innovative
- Adaptable and able to work well under pressure
- Organised
- Approachable
- Excellent attention to detail
- Ability to follow instructions

Roseville College is a member of The Anglican Schools Corporation (ASC).