



Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School Te Kura Tuarua o Ngā Taitamāhine o Maungawhau is committed to the principles of Te Tiriti o Waitangi and the New Zealand Curriculum. Learning is founded on traditions of whānaungatanga, service and commitment to high quality education. Ākonga are empowered to be open to change, culturally responsive and reflective.

Values: Courage, compassion, curiosity, community

Position:	Food Technology Technician Permanent, Part Time, 20 hours per week, term time only
Responsible to:	HOD of Food Technology
Direct involvement with:	Teachers of Food Technology
Primary responsibility:	To contribute to the development of a learning environment in which the aims of the Learning at EGGGS Statement may be achieved within the specific context of the Technology Learning Area.

Key Tasks:

- Support students and staff working in the Food Technology department
- Maintain systems and perform administrative tasks
- Collate teacher food orders to prepare a weekly shopping list for ordering on a Thursday for a Monday delivery and receiving the Monday delivery
- Set up food trolleys for individual practical classes
- Code and submit invoices and receipts to accounts for weekly payments
- Manage a petty cash float for small purchases
- General oversight and maintenance of classroom supplies, including maintaining a supply of clean tea-towels, dishcloths and aprons and replenishing washing up liquid, oil & basic dried ingredients and keeping fridges and pantries clean and stocked
- Perform an end of term clean down and re-stock of all classrooms and storage areas e.g pantries, fridges etc

The successful candidate should:

- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Understand and use restorative principles in all interactions with students, staff and parents
- Work collaboratively with all members of the Food Technology team
- Be a good communicator and behave in a positive, supportive and professional manner in all dealings with students and staff
- Highly organised with attention to detail
- Proactive in their approach to responsibilities
- Flexible and reliable, particularly during busy periods