

## POSITION DESCRIPTION

	Effective Date:	July 2026
<b>POSITION TITLE:</b>	Home Economics Assistant (Part-time)	
<b>REPORTS TO:</b>	Co-ordinator Home Economics	
<b>EXPERIENCE AND QUALIFICATIONS:</b>	<p><b>1. Job Specific</b></p> <p><b>Relevant technical expertise, including:</b></p> <ul style="list-style-type: none"> <li>• Relevant practical experience in a school Home Economics or Textiles (MDT), Visual Arts or similar environment.</li> <li>• Ability to apply “tools of trade” such as drafting patterns and cutting fabric.</li> <li>• Practical application on MS Office suite (excel, word, outlook etc)</li> <li>• Graphic Design skills such as Canva and Adobe Illustrator (desirable)</li> <li>• Experience with commercial coffee machines (desirable)</li> <li>• Ability to obtain a Working with Children Check.</li> <li>• A current ‘C’ Class Drivers’ Licence</li> </ul> <p><b>2. Management and Leadership</b></p> <p><b>Self-Management:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated flexible approach to the role and the ability to multi-task and problem solve in a dynamic fast-paced environment.</li> <li>• Ability to work both independently and collaboratively as part of a team.</li> <li>• Proven organisational skills with the ability to undertake computer related administrative duties.</li> <li>• High degree of initiative and enthusiasm.</li> </ul> <p><b>3. Communication and Interpersonal</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills (written, verbal, interpersonal) for interacting with adults and students.</li> <li>• Enthusiasm and patience when working with children.</li> <li>• Commitment to Best Practice in all duties associated with the position.</li> <li>• Willingness to uphold the ethos and values of the School.</li> </ul>	
<b>POSITION PURPOSE:</b>	<p>The Home Economics Assistant is an integral member of the Department with the principle role of maintaining a safe and orderly learning environment for both staff and students in the School’s Home Economics and textiles rooms. In addition, they ensure all equipment is in good working order and well maintained, including the regular servicing requirements.</p>	
<b>KEY RESPONSIBILITIES:</b>	<p><b>Preparation for Home Economics/Textiles practicals</b></p> <ul style="list-style-type: none"> <li>➤ Prepare materials and equipment for cooking and textile classes as requested by teaching staff such as cutting and weighing food, making and tracing patterns, cutting fabrics.</li> <li>➤ Prepare, deliver and set out materials for all Home Economic practical classes.</li> <li>➤ Keep a record of student allergies and cultural preferences and prepare alternatives.</li> <li>➤ Maintain equipment, or processes for practical classes.</li> <li>➤ Demonstrate correct use of equipment and techniques where required.</li> <li>➤ Prepare design layouts for various Home Economics/Textiles materials.</li> <li>➤ Photograph Home Economics and Textile works for visual diaries, slide shows, exhibitions, Myola magazine and public relations exercises uses graphic design skills.</li> <li>➤ Manage the use and maintenance of the Home Economics commercial coffee machine.</li> </ul>	

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***Maintenance and Repairs***

- Organise and maintain tidy store and preparation areas for Home Economics and Textiles.
- Clean and carry out routine maintenance of Home Economics/textile classrooms.
- Provide technical support to teachers where required.
- Carry out and/or arrange for repairs of all cooking and sewing equipment in the School.
- Ensure a clearly identifiable schedule of maintenance and cleaning activities is regularly maintained and actioned.

***Stock***

- Receive and monitor supply of equipment and food.
- Assist with stocktaking, ordering and budgeting.
- Maintain computerised stock sheets using Excel.
- Ensure adequate stock levels of cooking and textile materials.
- Ensure the safe storage and handling of food and equipment.

***Security***

- Ensure all equipment is locked away when not in use.
- Maintain a presence in the preparation area to address school and external enquires.

***Workplace Safety***

- Keep abreast of current workplace safety requirements in relation to the storage of food.
- Ensure appropriate standards are maintained and signposted in relation to hygiene, equipment and first aid.
- Know and comply with Worksafe regulations.

***Other Duties***

- Pro-actively create, update and maintain a procedures manual for the role of Home Economics Assistant.
- Put together and maintain a "project schedule" type running sheet of activities for the Learning area. Forward plan meetings with the Co-ordinator of Home Economics to ensure activity deadlines are reviewed and meet anticipated requirements.
- Collaborate with Teachers regarding Food and Textiles requirements.
- Collection of materials and food associated with learning area practicals from suppliers as required.
- Keep up to date with contemporary food trends and help create an inspiring food environment.
- Demonstrate a flexible approach to the role by undertaking other duties as required to assist.

***Hours of Work***

3 days per week (0.6 FTE), 8.00 am to 4.00 pm, Monday to Wednesday during term time.

Some flexibility of hours will be required to facilitate effective input and involvement in the full scope of this position at Perth College.