



## **Position Description**

### **Science Laboratory / TAS Kitchen Assistant**

*Full time Position*

Wycliffe Christian School together with Wycliffe Hope School is a Preschool to Year 12 co-educational Christian school located in the beautiful lower Blue Mountains. We are a learning community in which families and their children are able to flourish as they make the most of their God given talents and abilities.

We are looking for committed Christians of an evangelical persuasion who are active in their local church to join our staff team. Applications are invited for the position of Science Laboratory / TAS Kitchen Assistant at Wycliffe Christian School, commencing in January 2023.

#### **Essential Qualities**

- Ability to work with students
- Able to plan ahead and prioritise needs
- Adaptable and able to juggle multiple tasks at once
- Able to remain calm under pressure

#### **Essential Skills**

- Servant hearted with a commitment to community and team
- Able to balance duties and tasks in order to meet deadlines
- Attention to detail

#### **Desirable Skills**

- Food Handling Safety Certificate
- Highly desirable to have a background in Science due to the responsibility of managing chemicals
- Proficient use in Microsoft Word

#### **Duties and Responsibilities**

- Maintain responsibility for the kitchen area and equipment
- Ordering food and supplies
- Prepare, set up food and equipment for class
- Maintenance appropriate records for food technology area
- Manage the Science store rooms and Science Preparation Room, including maintaining appropriate handling and security arrangement for the Chemical store
- Prepare materials, including chemical preparation, to support classroom learning activities
- Assist in maintaining WHS requirements including the maintenance of all necessary records within the Science department to comply with the Schools WHS Policy and Procedures.
- Provide in class support where necessary in the management of resources and practical work.
- Maintain cleanliness of room and equipment

Salary will be in line with the school's Multi-Enterprise Agreement at the level of responsibility and experience of the successful applicant.

To apply for this position, please download our Employment Application form available on the Employment page of the Wycliffe Christian School website - [www.wycliffe.nsw.edu.au](http://www.wycliffe.nsw.edu.au)

Please submit the application to the School by email to [lgray@wycliffe.nsw.edu.au](mailto:lgray@wycliffe.nsw.edu.au)

For further information, please contact the school on 02 4753 6422

Interviews will be held as applications are received as we are looking to resolve staffing for 2023 as soon as possible.