

Food and Materials Technician - Technology

Carmel College

Milford, Auckland

Part time

\$25 – \$30 per hour

Carmel College is a Catholic, Integrated school for girls Y7-13 in the tradition of Mercy and is looking for an exceptional, empathetic person to work with our Technology Department and our students. We have a Permanent, term time role available for an immediate start.

To succeed in this position, you will have demonstrated strengths in organisation, a sunny disposition and ideally have a working knowledge of Food Safety practices and Fabric products.

This position will see you working 25 hours per week during term time within the hours of a standard school day. There is flexibility around how these hours are distributed so to best support teachers and students within the Technology Department.

Job tasks and Responsibilities

The following is a range of duties that can be required of this position holder;

- Processing product invoices
- Collating lists of ingredients and organising class sets of recipes
- Laminating and preparing resources for units of work
- Ordering Food and Fabric Products
- Shopping off site to purchase ingredients and materials when required
- Preparing classes before and after practical lessons
- Re threading overlockers and organising equipment maintenance
- Preparing practical resources for units of work under the direction of the teacher
- Cleaning and organising kitchen spaces
- Building and maintaining relationships with suppliers we often use

Skills and Experience

The successful candidate will;

- Hold a valid New Zealand Driver's license
- Demonstrate the ability to communicate effectively to build and maintain strong positive relationships with external suppliers
- Be flexible in working arrangements
- Have a professional and warm manner
- Possess the ability to remain calm under pressure
- Be able to demonstrate initiative in working independently and as part of a team