



Sacred Heart College

AUCKLAND

Current Vacancy

Food Technology Technician

Sacred Heart College is seeking a part-time Technician to work in the Food Technology Department supporting curriculum delivery, day to day stock management and the overall working environment. This position is a permanent part-time position for 20 hours per week during term time only, Monday – Friday 9.00am -1.00pm.

Key responsibilities:

- **Lesson Preparation:** Order and set up equipment, ingredients, and materials for student practical sessions.
- **Stock & Inventory Control:** Manage, maintain, and log equipment, pantry items, stock levels, and storage systems.
- **Health & Safety:** Collaborate with the Teacher in Charge (TIC) to strictly uphold departmental health, hygiene, and safety standards.
- **Environment Maintenance:** Keep the pantry, equipment room, and shared preparation spaces clean, safe, and organised.

Key skills and experience:

- **Food Industry Background:** Prior experience in culinary arts, practical cooking, or a food-related discipline.
- **Operations & Purchasing:** Proficiency in online ingredient ordering, stock rotation, and kitchen inventory management.
- **Educational Setting:** Previous experience working within a school environment is preferred.
- **Technical Skills:** Basic computer literacy, including confidence with Google Workspace and internet navigation.
- **Personal Attributes:** Strong organisational skills, high initiative, and the ability to work independently as well as collaboratively within a team.

Commencement date Term 4, 12th October 2026. This is a term time only role. An understanding of the Special Character of the College is essential.

Please email a letter of application and a copy of your CV to: Melanie Inglis, Manager of Recruitment/HR on recruitment@sacredheart.school.nz. In the subject line please specify the position you are applying for.

Applications close: 11th September 2026