



Government of **Western Australia**  
Department of **Corrective Services**

# Job Description Form

## Department of Corrective Services Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

<b>Position Title</b> Cleaning Officer		<b>Special Conditions</b>
<b>Effective Date</b> April 2014	<b>Position Number</b> 012327	<b>Level</b> VSO 2
<b>Division</b> Adult Custodial	<b>Directorate</b> Custodial Operations	<b>Branch</b> Karnet Prison Farm

### Divisional Outcomes

The outcomes of the Adult Custodial Portfolio are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle.

The Portfolio is responsible for the management of government prisons as well as ensuring effective standards and relations with privately operated prison facilities through:

- Adult Custodial Operations;
- Custodial Services; and
- Security and Intelligence.

In achieving these outcomes and outputs, community expectations, in particular victim concerns, are taken into account.

### Directorate Outputs

Custody and containment;  
Care and well being;  
Reparation; and  
Development and reintegration

### Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with its business plan, resource management budget and statutory requirements;  
Managing the Prison to ensure the care, well-being and developmental needs of prisoners are met;  
Developing effective community and industry programs aimed at providing reparation to the community; and  
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

### Role of the Position

Karnet Prison Farm is a minimum-security prison located 75km south of Perth. Karnet Prison Farm functions as a pre-release centre that encourages its male offenders to be appropriately prepared for their return to the community as responsible citizens. The Farm, which covers an area of approximately four hundred hectares, comprises an abattoir, dairy, poultry and a market garden and supplies meat, milk, eggs, vegetables and fruit for use by other prisons. The Prison operates a number of community and reparative programs.

The Cleaning Officer is responsible for all daily cleaning operations and the management of health and hygiene standards within the prison facility. The position provides direct supervision and training of cleaning workers assigning tasks and overseeing the general completion of those tasks ensuring a safe working environment.

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### Responsibilities of this Position

#### Production

- Establish and maintains a regular cleaning schedule for the prison facility maintaining health and hygiene standards.

#### Resource Management

- Maintains and coordinates the stock and purchasing of consumable products for cleaning.
- Maintains and coordinates the stock and purchasing of minor plant and equipment.
- Maintains safe and appropriate storage of cleaning chemicals, stock and equipment for the cleaning.
- Ensures all required equipment for the cleaning is in good working order and regularly maintained.
- Responsible for the management and reporting of funds allocated to cleaning.

#### Managing Offenders

- Responsible for good practice in the management of offenders
- Specifically responsible for the day-to-day supervision and instruction of prisoners within cleaning positions.
- Plans, schedules and controls daily work activity of prisoners within cleaning.
- Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.
- Reports any unusual occurrence and matters concerning security to the Security Manager.

#### Training

- Provide induction training for cleaning workers in safe work practices and procedures to comply with Occupational Health and Safety.
- Undertakes appropriate on the job training of prisoners with different skill and knowledge levels within cleaning.

#### Policies and Procedures

- Complies and works within approved and established Occupational Safety and Health Regulations and procedures.
- Complies and works within approved and established security procedures.
- Follows workplace policies and procedures within the Prison to achieve tasks.
- Implement policies and/or procedures within cleaning, and identifies and reports related gaps at an operational level.
- Ensures that quality control procedures are established and maintained at all times.
- Ensures prisoner Gratuity Profile is maintained.

#### Workplace Relationships

- Ensures effective communication within and outside the team and in liaison with internal and/or external parties that include offenders, visitors, external providers / contractors, and community groups.
- Works collaboratively with prison management and staff to ensure effective custody of prisoners.

#### Information and Knowledge Management

- Maintains appropriate records to track expenditure of cleaning chemicals, consumable items and the maintenance and repairs to cleaning equipment.
- Maintains appropriate employment records of prisoners working within the cleaning area.
- Prepares various reports and correspondence on identified issues related to your area of responsibility. (This includes such things as industry reports, maintenance reports, Occupational Safety and Health, incident reports etc.)

#### Continual Improvement

- Participates in the identification of and applies opportunities for continuous improvement within the work area.

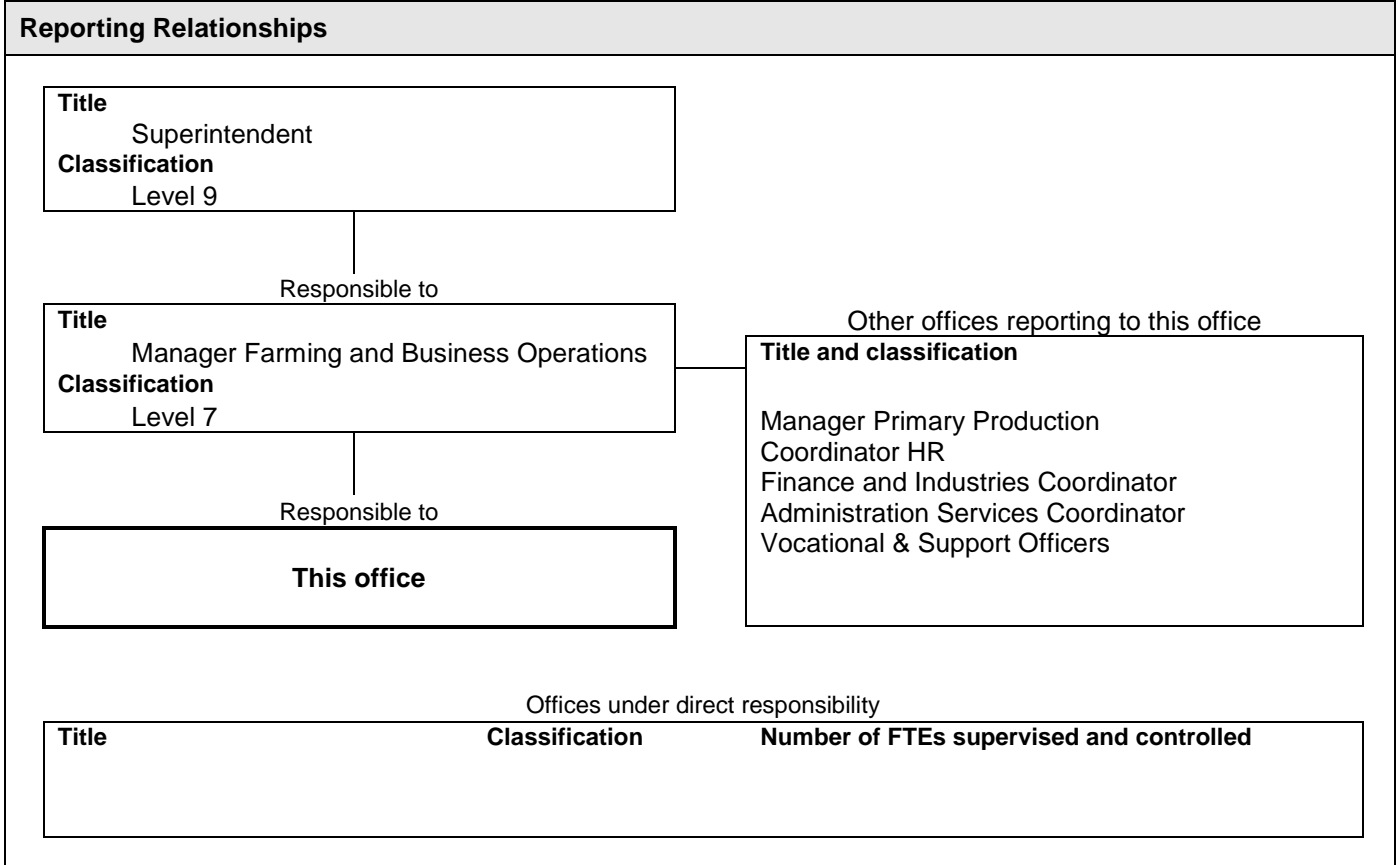
#### Other Duties

- Other duties as directed

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b><u>ESSENTIAL</u></b>	
<b>1. Experience</b>	Experience in commercial cleaning being able to provide training and instruction.
<b>2. Communication</b>	Utilising written and oral communication to convey information to different audiences.
<b>3. Team Work and Supervision</b>	The ability to work within a team achieving positive outcomes and the skill to effectively supervise your own team.
<b>4. Resource Management</b>	The ability to manage your workforce, plant & equipment and budget to achieve positive cost effective outcomes.
<b>5. Time Management and Organisation</b>	The ability to prioritise, organise and complete work within set timeframes.
<b>6. Computer Skills</b>	The ability to use Word and Excel to produce reports and other operational applications.
<b>Pre Appointment Requirements</b>	
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:	
<ul style="list-style-type: none"> <li>• Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist;</li> <li>• Receive a clearance through a National Criminal History check and the Departmental integrity assessment;</li> <li>• Possess a current 'C' class motor vehicle driver's licence</li> <li>• Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider and;</li> <li>• Be willing to undertake training applicable to the role through the Departments Training Academy.</li> </ul>	
(NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).	

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<b>Location and Accommodation</b>
Location Karnet Prison Farm, Kingsbury Drive, via Serpentine WA 6125
Accommodation GROH (Government Regional Officers' Housing) may apply
<b>Allowances / Special Conditions</b>
The Contract of Employment specifies conditions relating to this position.

<b>Certification</b> The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
<b>Delegated Authority Approval</b>	
Signature	
Date	/ /