



# 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> <i>Canteen Officer</i>		<b>Special Conditions</b>
<b>Effective Date</b> October 2015	<b>Position Number</b> 000935	<b>Level</b> VSO2
<b>Division</b> Adult Justice Services	<b>Directorate</b> Adult Custodial Operations	<b>Branch</b> Greenough Regional Prison

### Divisional Outcomes

The Adult Justice Services Division is responsible for detention facilities, prisoner management programs that provide support and rehabilitation to adults who have offended, and the management of offenders in the community through probation and parole services. All these elements have a direct impact on the provision of corrective services provided by the Department; with the primary objective being to reduce offending, thereby protecting the community and guiding offenders towards a law abiding lifestyle. The role has primary accountability to fulfil obligations specified in corrective services legislation, and will consider staff welfare and community expectations, in particular victim concerns, in the achievement of key objectives.

### Directorate Outputs

Adult Custodial Operations is responsible for the security and safe management of adult offenders in prisons throughout Western Australia.

### Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with the 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

Greenough Regional Prison services a diverse prisoner population which includes male and female prisoners across all security ratings. The population of Greenough Regional Prison is predominantly made up of sentenced long-term Aboriginal prisoners drawn from the Midwest and Gascoyne Regions. The Prison also accommodates a population of female prisoners. The Prison acts as regional remand centre providing accommodation for prisoners from the Pilbara and Kimberley Regions as and when required.

The Canteen Officer will be responsible for instructing offender/s on canteen procedures, checking supplies, entering supplies onto shelving. Order and maintain stock levels for canteen purchases, operating within a budget set by the Business Manager, and carry out stock-takes and produce a trading account with profit and loss statement for the Superintendent. The Canteen Officer is responsible for the sale of goods to prisoners, identify trends in purchasing and report this information to the Assistant Superintendent Offender Services (ASOS).

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### Responsibilities of this Position

#### Training

- Undertakes appropriate on the job training of prisoners with different skill and knowledge levels.

#### Production

- Liaise with external providers on current stock availability and pricing.
- Undertake and instruct prison worker on Canteen procedures.

#### Resource Management

- Maintains and coordinates the stock and purchasing of consumables for Canteen.
- Maintains safe and appropriate storage of stock and equipment.
- Ensures all required equipment for the Canteen is in good working order.
- Establishes and coordinates the logistics of Canteen.

#### Managing Offenders

- Specifically responsible for the day to day supervision and instruction of prisoner within the Canteen.
- Plans, schedules and controls daily work activity of prisoner.
- Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.

#### 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 in relation to prisoner spending, identifies and reports related gaps at an operational level.
- Ensures that quality control procedures are established and maintained at all times.

#### Workplace Relationships

- Ensures effective communication with relevant stakeholders within and outside the team and in liaison with internal and/or external parties.
- Establish and maintain effective working relationships with suppliers in the management of the canteen.

#### Information and Knowledge Management

- Maintains appropriate records to track the expenditure, production and distribution of Canteen purchases.
- Maintains appropriate employment and prisoner records of spends.
- Prepares various reports, stock-take, balance sheets and trading account with budget requirements of Business Manager. (This includes such things as prisoner reports, Occupational Safety and Health, incident reports, etc.)

#### Continuous Improvement

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

#### 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. Information and Knowledge Management</b>	The ability to use information and knowledge effectively and contribute to the development and delivery of training and education.
<b>2. Team Building and Maintaining Relationships</b>	The ability to develop, maintain and participate in work groups to achieve positive outcomes.
<b>3. Communication and Interpersonal Skills</b>	Utilising written and oral communication to convey information to different audiences. Working professionally with others in a team environment.
<b>4. Resource Management</b>	The ability to manage human, financial and physical resources effectively to achieve outcomes.
<b>5. Priority Setting and Delegation</b>	The ability to set and meet work priorities within the workplace to achieve outcomes with timeframes.
<b>6. Computer Skills</b>	Utilising programs and applications for word processing, data entry, spreadsheets and emails.
<b>7. Knowledge and Understanding of Women's Imprisonment Issues (where applicable)</b>	Awareness and sensitivity towards women's needs, including child rearing and parenting responsibility. Requirement for interpersonal communication skills to facilitate communication with women, children and families from diverse background including indigenous people. The ability to interpret and implement policies and procedures that are specific to working with women in custody
<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 Department's 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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### Reporting Relationships

**Title**  
Superintendent  
**Classification**  
Level 9

Responsible to

**Title**  
Assistant Superintendent Offender Services  
**Classification**  
Level 6

Responsible to

**This office**

Other offices reporting to this office

**Title and classification**  
  
Various Vocational Skills Officers

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled

### Location and Accommodation

**Location**  
Greenough Regional Prison, Edward Road, Narngulu (Geraldton)

**Accommodation**  
N/A

### Allowances / Special Conditions

The Contract of Employment specifies conditions relating to this position.

### Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### Delegated Authority Approval

Signature	
Date	/ /