



Job Description Form

Department of Corrective Services Purpose

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

Position Title VSO – Canteen Officer		
Effective Date January 2009	Position Number Pool Ref 006458	Level VO2WP
Division Adult Custodial	Directorate Custodial Operations	Branch Casuarina

Divisional Outcomes

Adult offenders managed in custody.
The incidence of re-offending is reduced and the community is protected and offenders have adopted law abiding lifestyles.

Directorate Outputs

The Directorate provides effective leadership, direction, resourcing and support to prisons under direct responsibility to enable the delivery of the following outputs:

- Output 1: The custody and control of prisoners
- Output 2: The care and well being of prisoners
- Output 3: Reparation of the community
- Output 4: A reduction to re-offending through the provision of training and appropriate rehabilitation programs.

Branch Outputs

- Output 1. Managing the prison to ensure the security and good order or the prison is maintained in line with its Business Plan, resource management budget and statutory requirements.
- Output 2. Managing the prison to ensure the care, well being and development needs of prisoners are met.
- Output 3. The development of effective community and industry programs aimed at providing reparation to the Community.
- Output 4. Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

Role Of This Position

Casuarina Prison is situated approximately 40 klms from the CBD of Perth and is the State's largest Maximum Security prison designed to hold sentenced prisoners of all classifications from across the state. The Prison caters for adult male prisoners who have committed violent and/or other serious offences and who have long terms of imprisonment and are rated Maximum Security. The Prison has a considerable budget and has in the vicinity of 304 members of staff.

Casuarina is also the State facility for managing the small numbers of offenders who are extremely violent, predatory, disruptive or committed to escape from custody. These prisoners are housed in the Special Handling Unit. The facility also contains a comprehensively equipped Prison Infirmary and is also responsible for the receipt and medical clearance of prisoners released from community hospitals prior to their return to their respective facilities.

The Vocational and Support Officer – Canteen will supervise and provide productive work for prisoners employed in the Canteen at Casuarina Prison, and will be responsible for instructing offenders on canteen procedures. Order and maintain stock levels for canteen purchases, operate within a budget set by the Manager Finance & Assets, and carry out stock-take and produce a trading account with profit and loss statement for the Finance Manager.

The Vocational & Support Officer - Canteen will be responsible for the sale of goods to prisoners, identify trends in purchasing and report this information to the Manager Finance & Assets

Position Title VSO – Canteen Officer		
Effective Date January 2009	Position Number Pool Ref 006458	Level VO2WP
Division Adult Custodial	Directorate Custodial Operations	Branch Casuarina

Responsibilities Of This Position

Canteen Management

- Conduct ordering according to the inventory established by the Master Goods List (MGL)
- Ensure that all non MGL purchasing complies with the 'genuine and legitimate' requirements established in the Pilot Purchasing Policy 2001 (p5).
- Canteen management will also involve the collection and collation of prisoner orders, ensuring sufficient funds are available for the order and distribution of such.
- Maintains appropriate storage of stock and equipment for the canteen.
- Undertakes monthly canteen stock take.
- Ensures all required equipment for the canteen is in good working order.
- Establish and maintain appropriate delivery schedules for the canteen.
- Ensures the delivery and receipt of goods to the canteen complies with security requirements.
- Contribute to supplier management through communicating and resolving problems with suppliers as they arise.

Managing Offenders

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

Training

- Supervises and undertakes appropriate on the job training of prisoners with different skill and knowledge levels in canteen operations.

Policies and Procedures

- Ensures prison canteen operations comply with relevant State Government and Departmental policies such as the FAAA 1985.
- Follows workplace policies and procedures specifically related to the management and running of a transparent and accountable canteen service.
- Complies and works within approved and established Occupational Safety and Health Regulations and procedures.
- Complies with all Director General's Rules, Organisational Instructions, Local and Standing Orders and established security and emergency procedures.
- Implement policies and/or procedures within the canteen and 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.
- Establish and maintain good communication lines with Supply Chain Manager.

Information and Knowledge Management

- Maintains appropriate records to track the cost, prices and supply of canteen products.
- Maintains daily attendance records for those prisoners working within the canteen.
- Prepares various reports and correspondence on identified issues. (This includes such things as costs, investigations, enquiries/complaints, Occupational Safety and Health, incident reports, etc.)

Continuous Improvement

- Liase with and actively contribute to Canteen Reference Group through the identification and implementation of potential improvements to the provision of canteen services, practice and procedures.

Other Duties

- Other responsibilities as required under Prisons Act.

Position Title VSO – Canteen Officer		
Effective Date January 2009	Position Number Pool Ref 006458	Level VO2WP
Division Adult Custodial	Directorate Custodial Operations	Branch Casuarina

Skills, Knowledge, Behaviours and Qualifications

For purpose of professional development, providing context in relation to work related requirements, training, etc.

SKILLS

Communication

Effective written, oral and interpersonal communication skills. In particular the ability to write accurate reports, perform data entry and retrieval, and collate information/statistics. The ability to adjust methods and styles of communication to suite the cultural needs of clients.

Time Management and Organisation

The ability to prioritise, organise and complete work within set timeframes

computer literacy

Current computer literacy skills, such as Word, Excel, E-mail, and Total Offender Management System (TOMS).

Team Building and maintaining relationships

The ability to develop, maintain and participate in work groups to achieve positive outcomes.

Information and Knowledge Management (record keeping)

The ability to use, record, report and maintain clear exchange of information and knowledge to complete set tasks whilst maintaining security and confidentiality.

Resource Utilisation

The ability to use allocated resources effectively to complete set tasks.

Interpretation

The ability to effectively apply legislation, policies and procedures.

KNOWLEDGE

- Prisons Act
- Director General's Rules
- Standing and Local Orders
- Prison Industries Policies
- Occupational Safety and Health legislation
- Equal Employment Opportunity legislation
- Code of Ethics
- Code of Conduct
- FAAA 1985
- Canteen Policy
- Master Goods List

EXPERIENCE

- Total Offender Management System (TOMS)
- Canteen operations and management.
- Follow and undertake stock take procedures

QUALIFICATIONS

- Current "C" Class Drivers Licence
- First Aid Certificate

Behaviours

Integrity

We will uphold high standards of integrity by being honest and fair at all times.

Professionalism

We will demonstrate high professional standards in delivering quality service and always seek to improve those services.

Respect

We will treat all people with dignity and respect.

Position Title VSO – Canteen Officer		
Effective Date January 2009	Position Number Pool Ref 006458	Level VO2WP
Division Adult Custodial	Directorate Custodial Operations	Branch Casuarina

Work Related Requirements (Selection Criteria)

For a full description of each criterion, see the section “Skills, Knowledge, Behaviours and Qualifications”.

The following work related requirements may be assessed at different stages of the selection process

ESSENTIAL

SKILLS

Communication

Effective written, oral and interpersonal communication skills.

In particular the ability to write accurate reports, perform data entry and retrieval, and collate information/statistics. The ability to adjust methods and styles of communication to suite the cultural needs of clients.

Time Management and Organisation

The ability to prioritise, organise and complete work within set timeframes.

Computer Literacy

Current computer literacy skills, such as Word, Excel, e-mail.

Team Work

The ability to develop, maintain and participate in work groups to achieve positive outcomes.

Information and Knowledge Management (record keeping)

The ability to use, record, report and maintain clear exchange of information and knowledge to complete set tasks whilst maintaining security and confidentiality.

QUALIFICATIONS

Current ‘C’ Class Drivers ‘Licence

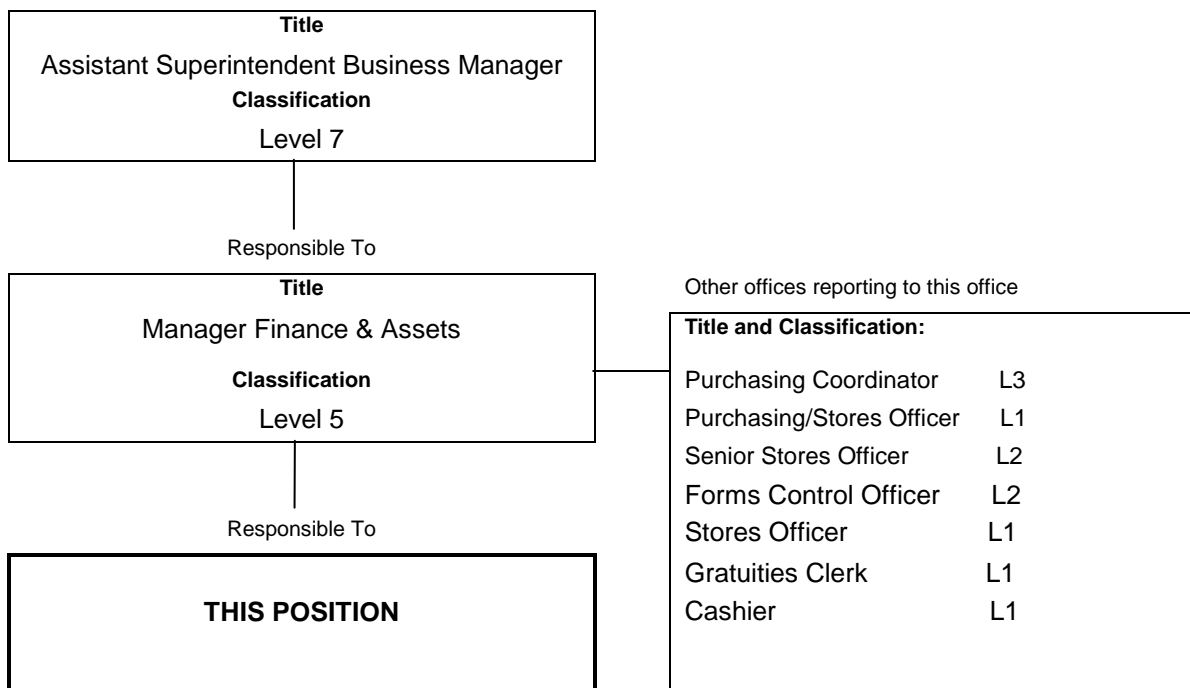
First Aid Certificate or willingness to undertake accreditation

DESIRABLE

Computer literacy skills in Total Offender Management System (TOMS).

Position Title VSO – Canteen Officer		
Effective Date January 2009	Position Number Pool Ref 006458	Level VO2WP
Division Adult Custodial	Directorate Custodial Operations	Branch Casuarina

Reporting Relationships



Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
Nil	Nil	0

LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	

Certification

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

DELEGATED AUTHORITY APPROVAL <i>As per the Human Resource Management Delegations</i>	
Delegated Authority's Name	
Signature	