



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.

Position Title Canteen Officer		Special Conditions
Effective Date November 2011	Position Number 2163	Level VSO 2
Division Adult Custodial	Directorate Custodial Operations	Branch Wooroloo Prison Farm

Divisional Outcomes

To reduce re-offending, protect the community and direct prisoners towards the adoption of law-abiding lifestyles.

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

Wooroloo Prison Farm is a minimum-security prison located 56km north east of Perth. Wooroloo 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 facility has recently undergone a significant infrastructure upgrade.

The Canteen Officer will be responsible for instructing offender on canteen procedures, checking supplies, entering supplies onto shelving. Order and maintain stock levels for canteen purchases, operate within a budget set by the Business Manager, and carry out stock-take 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 Business Manager.

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Responsibilities of this Position

Resource Management

- Manage the daily operation of the canteen to provide a reliable cost effective supply of canteen consumables inline with current community standards.
- Supervises and manage output of prisoners employed in the canteens.
- 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 canteens.
- Undertakes monthly canteen stock takes for both canteens.
- 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 as they arise.

Managing Offenders

- Specifically responsible for the day to day supervision and instruction of prisoners within the canteen.
- Plans, schedules and controls all daily work activity of prisoners employed within the canteen.
- 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.
- 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 Manager Business Services Group.
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Information and Knowledge Management

- Maintains appropriate records to track expenditure and/or production within skills training workshop.
- Prepares various reports and correspondence on identified issues related to the canteen. (This includes such things as Occupational Safety and Health, incident reports, etc.)

Continuous 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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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Communication and Interpersonal Skills	Utilising written and oral communication to convey information to different audiences. Working professionally with others in a team environment.
2. Resource Management	The ability to use allocated resources effectively to complete set tasks.
3. Time Management and Organisation	The ability to prioritise, organise and complete work within set time frames.
4. Information and Knowledge Management	The ability to use, record, report and maintain clear exchange of information and knowledge to complete set tasks whilst maintaining security and confidentiality.
5. Priority Setting and Delegation	The ability to set and meet work priorities within the workplace to achieve outcomes within timeframes.
6. Computer Skills	Utilising programs and applications for word processing, data entry, spreadsheets and emails.
Pre-Appointment Requirements	
Please note the following pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental Policy and Procedures. A successful applicant must:	
<ol style="list-style-type: none"> 1. Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist; 2. Receive a clearance through a National Criminal History check and the Departmental integrity assessment; 3. Possess a current C class licence; 4. Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and 5. Be willing to undertake training applicable to the role through the Department's Training Academy. 	
(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 Business Manager
Classification Level 6

Responsible to

THIS OFFICE

Other offices reporting to this office

Title and classification
Vocational & Support Officers X 20
Coordinator Administration L3
Finance & Purchasing Officer L2

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled

Location and Accommodation

Location Wooroloo Prison Farm
Accommodation GROH (Government Regional Officers' Housing) if applicable.

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	/ /