

# Job Description Form

## Department of Justice Purpose

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

<b>Position title</b> Chef Instructor	<b>Special conditions</b>	
<b>Effective date</b> January 2019	<b>Position number</b> 2231	<b>Level</b> VSO3
<b>Division</b> Corrective Services	<b>Directorate</b> Adult Justice Services	<b>Branch</b> Broome Regional Prison

### Divisional Outcomes

Reduce re-offending; protect the community and direct offenders 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

Broome Regional Prison is a minimum-security prison for males and females short term when the need arises. The facility accommodates medium and maximum-security prisoners for short periods and is centrally located within the Township of Broome, 2,400kms north of Perth. Broome Prison is the receival hub for new prisoners within the region and forms part of the Kimberly Custodial infrastructure within the Kimberley Region, with West Kimberley Regional Prison in Derby and Wyndham Work camp located in Wyndham.

The Chef Instructor is responsible for;

- The production of meals,
- Training and instruction of prisoners involved in food preparation,
- Control of the catering budget
- Development and implementation of the menus within the Department's guidelines
- Ensuring that the kitchen areas comply with Health and Occupational Health and Safety Regulations

<b>Position title</b>	<b>Special conditions</b>
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Chef Instructor		
<b>Effective date</b>	<b>Position number</b>	<b>Level</b>
January 2019	2231	VSO3
<b>Division</b>	<b>Directorate</b>	<b>Branch</b>
Corrective Services	Adult Justice Services	Broome Regional Prison

## Responsibilities of this position

### Production and Training

- Organises and supervises the production of meals for prison location
- Undertakes appropriate on the job training of prisoners with different skill and knowledge levels
- Undertakes induction training on kitchen practices and procedures when required
- Provides assistance and instruction to those prisoners participating in and achieving qualifications

### Resource Management

- Maintains and coordinates the stock and purchasing of consumable food products for the prison kitchen
- Maintains safe and appropriate storage of stock and equipment for the kitchen
- Ensures all required equipment for the kitchen is in good working order
- Establishes appropriate menu plans/programs in accordance with Department guidelines, that caters for seasonal, medical, religious and cultural requirements

### Managing Offenders

- Specifically responsible for the day-to-day supervision and instruction of prisoners within the kitchen
- Schedules and controls daily work activity of prisoners within the kitchen
- 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 FoodSafe, 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 the kitchen, 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 within and outside the team and in liaison with internal and/or external parties that include work colleagues, Departmental Officers, offenders, visitors, external providers/contractor and community groups.

### Information and Knowledge Management

- Maintains appropriate records to track the expenditure, production and distribution of kitchen produce. Reporting of expenditure occurs at a local level, reporting of food consumption and meal figures in to the Department's Catering Manager
- Maintains appropriate employment/training and prisoner records attending kitchen
- Prepares various reports and correspondence on identified issues related to the kitchen. (This includes such things as meal figures, FoodSafe audits, Occupational Safety and Health, incident reports, etc.)

### Continual Improvement

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

### Cultural Awareness

- Providing services and programs in a culturally appropriate manner
- Understanding of cultural and social issues, including those relevant to Aboriginal people.

### 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>Essential</b>	
1. Possession of a Chef Trade qualification or recognised qualification in the industry.	A certificate III Hospitality (Commercial Cookery) will be accepted as the minimum approved equivalent.
2. Knowledge of requirements within a large-scale commercial catering operation.	Understanding and applying hygienic practices in the preparation and storage of food: and occupational safety and health principles in a commercial catering environment.
3. Ability to provide training	Developing and delivering training relevant to catering. Encouraging participation.
4. Communication and Interpersonal Skills	Effective written, oral and interpersonal communication skills. The ability to write accurate incident reports, follow-up, charge and recommendation of action reports. The ability to adjust communication styles to suit the cultural needs of clients.
5. Cultural Awareness	Providing services and programs in a culturally appropriate manner. Understanding of cultural and social issues, including those relevant to Aboriginal people.
6. Computer Skills	Utilising programs and applications for word processing, data entry, spreadsheets and emails.

### **Pre- Appointment Requirements**

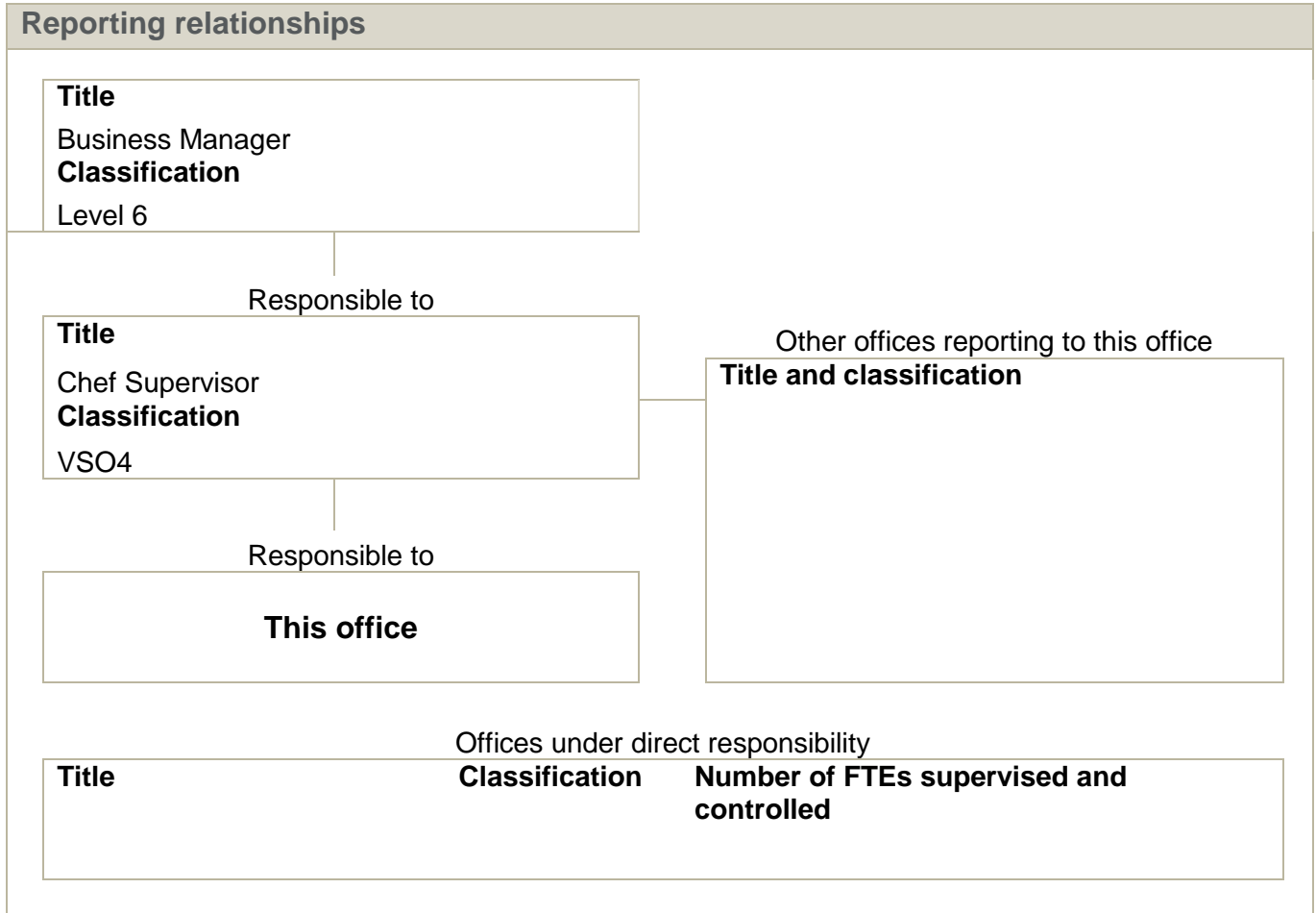
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:

- Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist;
- Receive a clearance through a National Criminal History check and the Departmental integrity assessment;
- Possess a current 'C' class motor vehicle driver's licence;
- Possess a valid Senior First Aid qualification ( or equivalent) received from an accredited training provider and;

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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**Location and accommodation**

Location Broome
Accommodation GROH (Government Regional Officers Housing) may apply

**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	/ /