



## 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> Stores/Canteen and Laundry Officer		<b>Special conditions</b>
<b>Effective date</b> September 2018	<b>Position number</b> 010334	<b>Level</b> VSO2
<b>Division</b> Corrective Services	<b>Directorate</b> Adult Justice Services	<b>Branch</b> Pardelup 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

Pardelup Prison Farm is a minimum security prison situated approximately 27km west of Mount Barker. The farm is a 6,300 acre breeding property which supports and promotes the philosophy of a community reintegration facility for prisoners, combining three elements: the strong community focus of a work camp, the structured custodial environment of a traditional prison and the emphasis on reintegration that will be an increasingly important feature of all prisons in the future.

The position will ensure effective and efficient laundry practices that meet the required standards of cleanliness. The Officer will also be required to supervise and provide productive work for prisoners employed in the stores/canteen and laundry areas at Pardelup Prison Farm.

This position is responsible for the management of the stores / canteen and laundry functions at Pardelup Prison Farm. The position will assist in the management of the purchase and distribution of goods purchased for use in the operations of the prison, particularly those for personal use by prisoners. The position will ensure effective and efficient laundry practices that meet the required standards of cleanliness. The Officer will also be required to supervise and provide productive work for prisoners employed in the stores/canteen and laundry areas at Pardelup Prison Farm.

<b>Position title</b>		<b>Special conditions</b>
Stores/Canteen and Laundry Officer		
<b>Effective date</b>	<b>Position number</b>	<b>Level</b>
September 2018	010334	VSO 2
<b>Division</b>	<b>Directorate</b>	<b>Branch</b>
Corrective Services	Adult Justice Services	Pardelup Prison Farm

## Responsibilities of this position

**Responsible for the management of the stores / canteen, cleaning and laundry functions at Pardelup Prison Farm and to provide relief assistance within other Prison Industries if required under the direction of the Business Manager.**

### Training

- Undertakes appropriate on the job training of prisoners with different skill and knowledge levels that work within the store, canteen or laundry areas.
- Provides instruction for the completion of relevant traineeships through both on the job training and classroom tuition.

### Resource Management

- Maintains and coordinates appropriate financial records to capture canteen revenue on TOMS.
- Maintains and coordinates the purchasing of stock and services for Pardelup Prison utilising Oracle Fusion.
- Maintains and coordinates the stock and purchasing of consumable products for the laundry, cleaning and stores of the Prison.
- Maintains safe and appropriate storage of stock and equipment for the store, cleaning and laundry.
- Oversees the receiving and despatching of all goods, produce and services into the prison.
- Ensures all goods and produce despatched and received have been recorded on the Prison Industries Catalogue where necessary.
- Maintains Material Safety Data Sheets for all chemicals held in the laundry, canteen and stores.
- Responsible for the management and reporting of funds allocated to the store, canteen and laundry area.
- Maintains an electronic stock control system for goods distributed from the store, canteen and laundry area.
- Completes annual and periodic stock takes according to auditory requirements.
- Coordinates the use of contractors to maintain equipment and consumable products for the store and canteen.

### Managing Offenders

- Specifically responsible for the day-to-day supervision and instruction of prisoners working in the stores, canteen and laundry areas.
- Responsible for participating in the rehabilitation and re-socialisation of prisoners when undertaking duties outside of the prison.
- Responsible for the day to day supervision and instruction of prisoners working in the stores, canteen and laundry area.

### Policies and Procedures

- Complies and works within approved and established Occupational Safety and Health Regulations and procedures.
- Complies and works within approved and established Procurement and security policy and procedures.
- Follows workplace policies and procedures within the Prison to achieve tasks.
- Implement policies and/or procedures for areas of responsibility, and identifies and reports 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 offenders, visitors, external providers / contractors, and community groups.

### Information and Knowledge Management

- Maintains appropriate records to track the expenditure, production and distribution of store and laundry items.
- Maintains appropriate employment and prisoner records attending the workshop.
- Prepares various reports and correspondence on identified issues related to the work area. (This includes such things as production targets, 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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<b>Division</b> Corrective Services	<b>Directorate</b> Adult Justice Services	<b>Branch</b> Pardelup Prison Farm

<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. <b>Knowledge of practical application of stores management, canteen or laundry operations.</b>	Knowledge and experience of the diverse nature of skills required to run stores, canteen and/or laundry.
2. <b>Ability to provide training.</b>	Developing and delivering training relevant to stores and laundry, encouraging participation.
3. <b>Communication and interpersonal skills.</b>	Utilising written and oral communication to convey information to different audiences. Working professionally with others in a team environment.
4. <b>Team Work Skills</b>	The ability to develop, maintain, participate and supervise a small to medium work groups to achieve positive outcomes.
5. <b>Computer Skills</b>	The ability to skilfully operate programs and applications for word processing, data entry, spreadsheets and emails.
<b>(Note:</b> 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).	

### **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 'MR' or 'LR' 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.

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### Reporting relationships

<b>Title</b> Superintendent <b>Classification</b> Level 9	Responsible to	<b>Title</b> Business Manager <b>Classification</b> Level 6	Responsible to	<b>This office</b>						
Other offices reporting to this office										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Title and classification</th> </tr> <tr> <td>           L2 Cashier            L3 Administration Coordinator            VSO 4 Chef Instructor            VSO 4 Farm Supervisor            VSO 4 Gardens Supervisor            VSO 3 Gardener            VSO 3 Chef Instructor            VSO 3 Mechanic/Metalwork            VSO 3 Maintenance (Carpentry)         </td> </tr> </table>					Title and classification	L2 Cashier L3 Administration Coordinator VSO 4 Chef Instructor VSO 4 Farm Supervisor VSO 4 Gardens Supervisor VSO 3 Gardener VSO 3 Chef Instructor VSO 3 Mechanic/Metalwork VSO 3 Maintenance (Carpentry)				
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### Location and accommodation

<b>Location</b> Pardelup Prison Farm, Pardelup Road, Mount Barker
<b>Accommodation</b> GROH (Government Regional Officers' Housing) is limited and may not be immediately available

### Allowances / special conditions

The Contract of Employment specifies conditions relating to this position.
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### 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	/ /