



Job Description Form

Department of Justice 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 Chef Instructor		Special Conditions
Effective Date December 2017	Position Number 014330	Level VSO 3
Division Corrective Services	Directorate Adult Custodial Operations	Branch West Kimberley 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 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

West Kimberley Regional Prison – Derby is a purpose built prison designed specifically to meet the needs of Kimberley prisoners – male and female. In bringing about positive and lasting behavioural change it is recognised the prison's facilities, operational and service models must address the unique needs of Aboriginal offenders, in relation to all aspects of Aboriginal disadvantage.

Derby is located in an isolated region in Far North of Western Australia approx. 220kms North East of Broome and 2500kms from Perth with the prison designed for maximum, medium and minimum security rated prisoners having separate accommodation areas and services for men and women.

The Chef Instructor is responsible for the production of meals, training and supervision of prisoners involved in food preparation, control of budget, development and implementation of the menus within the Department's guidelines. The Chef Instructor ensures that the kitchen area complies with Occupational health and Safety Regulations, instructs and supervises prisoners in cooking, baking and pastry making skills.

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Responsibilities of this Position

Chef Instruction

- Delivers relevant training in safe and suitable food preparation and associated activities.
- Contributes to the development of training designed to improve and enhance offenders' skills.
- Responsible for the control of prisoners within the kitchen.
- Ensures proper instruction in the case of equipment through delivery of induction training in kitchen practise and procedures.
- Ensures meals are prepared and served in a timely manner and in accordance with food hygiene regulations and food safety plans.

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.

Policy and Procedures

- Complies and works within established safety and security procedures.
- Ensures compliance with relevant legislation, guidelines and procedures.
- Implements policies and procedures and identifies and shortfalls at an operational level.
- Ensures quality control procedures are maintained.
- Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.

Workplace Relations

- Identifies and discusses any issues with the effectiveness of the operations of the kitchen with the chef supervisor and/or business manager.
- Ensures effective communications within the team and with internal and external parties, including offenders, visitors and external providers.
- Participates in identifying opportunities for continuous improvement within the team

Cultural Awareness

- Promotes and maintains cultural awareness ensuring respect and understanding of cultural groups, including the Aboriginal culture, society and obligations.
- Provides effective and culturally appropriate services to different cultural groups.

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.

Information and Knowledge Management

- Maintains appropriate records to track expenditure, production and distribution of kitchen produce.
- Reporting of expenditure occurs at local level, reporting of food consumption and meal numbers is made to the Department's Catering Manager.
- Maintains appropriate employment/training and prisoner records attending the kitchen.
- Prepares various reports and correspondence on identified issues related to the kitchen. (This includes such things as meals numbers, Food safe audits, occupational Safety and Health, incident reports etc.) – to the Catering Manager and Superintendent, if necessary.

Other Duties

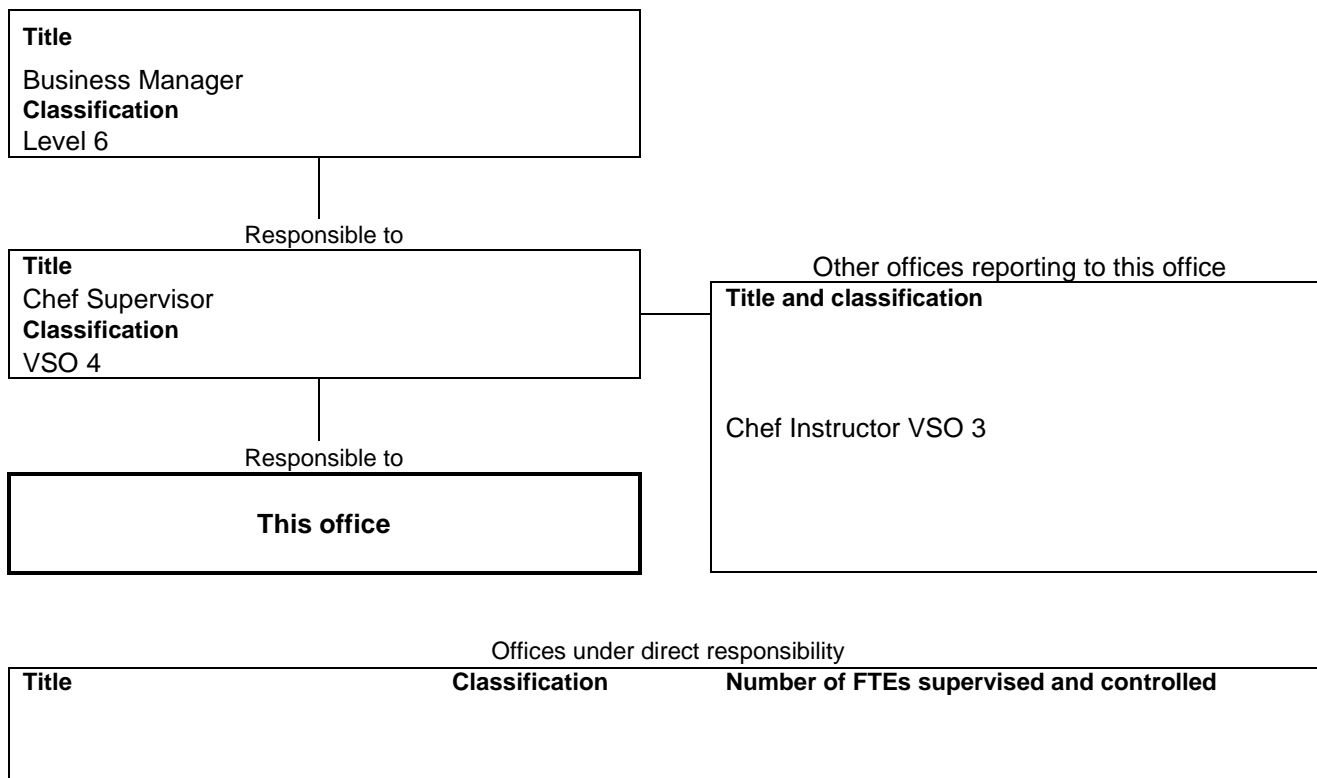
- Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
ESSENTIAL	
1. Possession of a chef trade qualification or approved equivalent	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	Utilising written and oral communication to convey information to different audiences. Working professionally with others in a team environment.
5. Computer Skills	Utilising programs and applications for word processing, data entry, spread sheets and emails.
6. Cultural Awareness	Providing services and programs in a culturally appropriate manner. Understanding of cultural and social issues, including those relevant to Aboriginal people.
<u>Pre-Appointment Requirements</u>	
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"> • 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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Reporting Relationships



Location and Accommodation

Location
West Kimberley Regional Prison – Lot 500 Derby Highway, Derby WA 6728

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	05 / 12 / 2017