



Government of **Western Australia**
Department of **Justice**

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 <i>Canteen Officer</i>		Special Conditions
Effective Date July 2015	Position Number 013138	Level VSO 2
Division Adult Justice 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

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

The Canteen Officer will supervise and provide productive work for prisoners employed in both the male and female Canteen/Supermarket and be responsible for instructing offenders on canteen procedures and be responsible for the sale of goods to prisoners, identify trends in purchasing and reporting this information to Senior Management.

The Canteen Officer will order and maintain stock levels for canteen and supermarket 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 Business Manager.

The Canteen Officer liaises with education and ASOS to provide development opportunities in line with the WKRP self-care model for prisoners to acquire vocational and work skills to enhance their capacity to gain and retain employment on release and in the provision of productive work for prisoners that will assist in reducing the cost of running the Prison.

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Responsibilities of this Position

Resource Management

- Manage the daily operation of the canteen & supermarket to provide a reliable cost effective supply of consumables in line with current community standards.
- Supervises and manage output of prisoners employed in the canteens.
- Canteen & supermarket management will also involve prisoner orders; ensuring sufficient funds are available for the order.
- Maintains appropriate storage of stock and equipment for the canteens & supermarket.
- Undertakes monthly stock takes.
- 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.
- Facilitate town spends for prisoners as required.

Managing Offenders

- Responsible for good practice in the management of 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.
- Reports any unusual occurrence and matters concerning security to the Security Manager

Training

- Provide induction training for canteen workers in safe work practices and procedures to comply with Occupational Health and Safety.
- Undertakes appropriate on the job training of prisoners with different skill and knowledge levels within the canteen & supermarket.

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 the Senior Management group.

Information and Knowledge Management

- Maintains appropriate records to track expenditure and sales of canteen & supermarket items within the prison.
Prepares various reports and correspondence on identified issues related to the canteen. (This includes such things as Occupational Safety and Health, incident reports, etc.)
Compliance with the Department Financial Management legislation and guidelines

Continuous Improvement

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

Other Duties

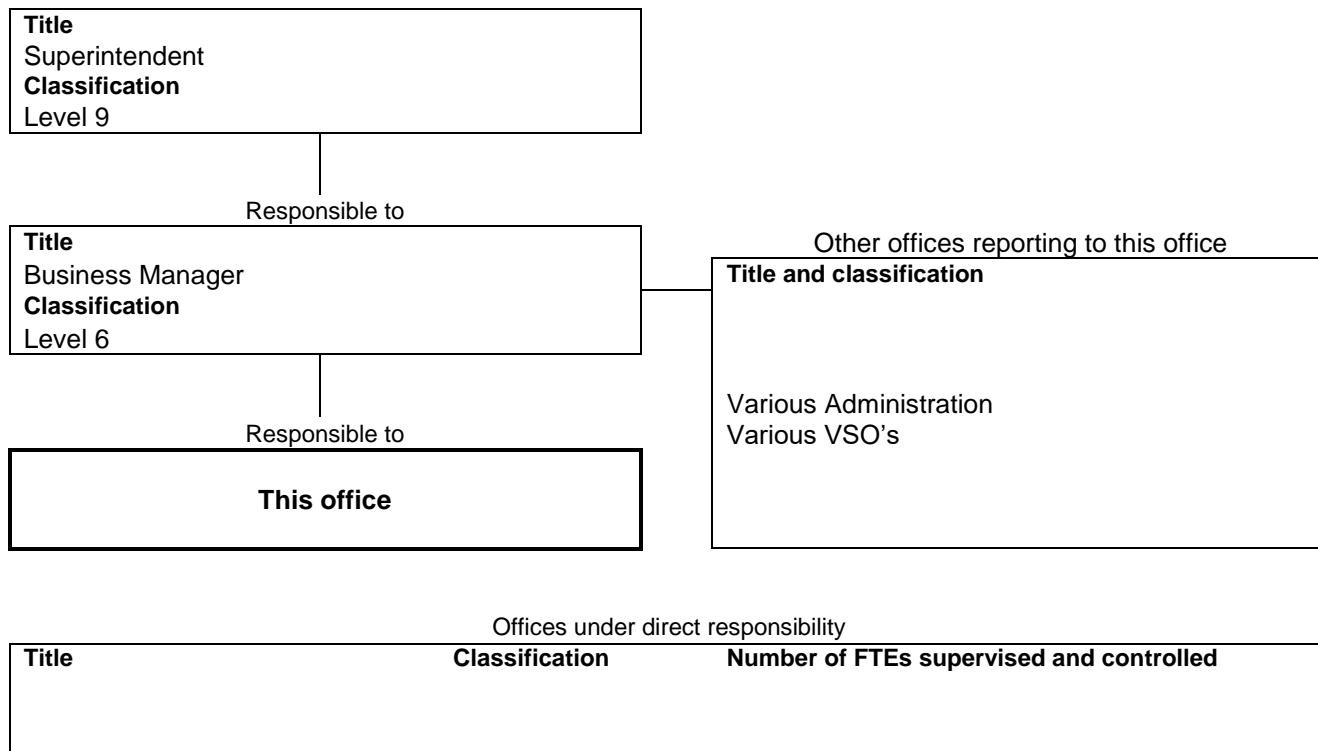
- Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
<u>ESSENTIAL</u>	
1. Retail Management Experience	The ability to manage all aspects of canteen & supermarket management, including purchases, sales and inventory.
2. Record Keeping	The ability to keep financial records and to produce accurate financial reports.
3. Communication	Utilising written and oral communication to convey information to different audiences.
4. Team Work and Supervision	The ability to work within a team achieving positive outcomes and the skill to effectively supervise your own team.
5. Resource Management	The ability to manage your workforce, plant & equipment and budget to achieve positive cost effective outcomes.
6. Time Management and Organisation	The ability to prioritise, organise and complete work within set timeframes.
7. Computer skills	The ability to use Word and Excel to produce reports and other operational applications.
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:	
<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 Departments 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, Derby Highway, Derby

Accommodation
GROH 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	/ /