



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>Chef Instructor</i>		Special Conditions
Effective Date February 2015	Position Number 012972	Level VSO 3
Division Adult Justice Services	Directorate Adult Custody Operations	Branch Bunbury 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

The custody and control of prisoners
The care and well-being of prisoners
Reparation of the community
A reduction to re-offending through the provision of training and appropriate rehabilitation programs.

Branch Outputs

Managing the prison to ensure the security and good order or the prison is maintained in line with its Business Plan, resource management budget and statutory requirements.
Managing the prison to ensure the care, well-being and development needs of prisoners are met.
The development of effective community and industry programs aimed at providing reparation to the Community.
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending

Role of the Position

The Cook Instructor will be responsible for instruction of offenders on the food preparation and serving of meals to staff, prisoners and visiting guests to Bunbury Regional Prison the position reports to the Business Manager.

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Responsibilities of this Position

Training

- Undertakes appropriate on the job training of prisoners with different skill and knowledge levels.

Production

- Instructs and participates prisoners so that food meets standards of Manager Catering Services.
- Undertake and instructs prisoners so that meals are served to the requirements of prison schedule.

Resource Management

- Liaise with the Manager Catering Services and associated senior staff on matters related to resources.
- Maintains and coordinates the stock and purchasing of consumables products for the kitchen in conjunction with the other cook instructor.
- Maintains safe and appropriate storage of stock and equipment.
- Ensures all equipment is maintained in good working order.
- Establishes and coordinates the logistics to cater for the supply of food.
- Liaise with medical staff on special dietary requirements of offenders.

Managing Offenders

- Specifically responsible for the day to day supervision and instruction of prisoners within the kitchen.
- Plans, schedules and controls daily work activity of prisoners.
- 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.
- Implement policies and/or procedures within the workplace, 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 offenders, visitors, external providers / contractors, and community groups.

Information and Knowledge Management

- Maintains appropriate records to track the expenditure, production and distribution of purchases.
- Maintains appropriate employment and prisoner records of those with the kitchen.
- Prepares various reports and correspondence on identified issues related to the kitchen. (This includes such things as prisoner reports, Occupational Safety and Health, incident reports, etc.)

Continuous Improvement

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

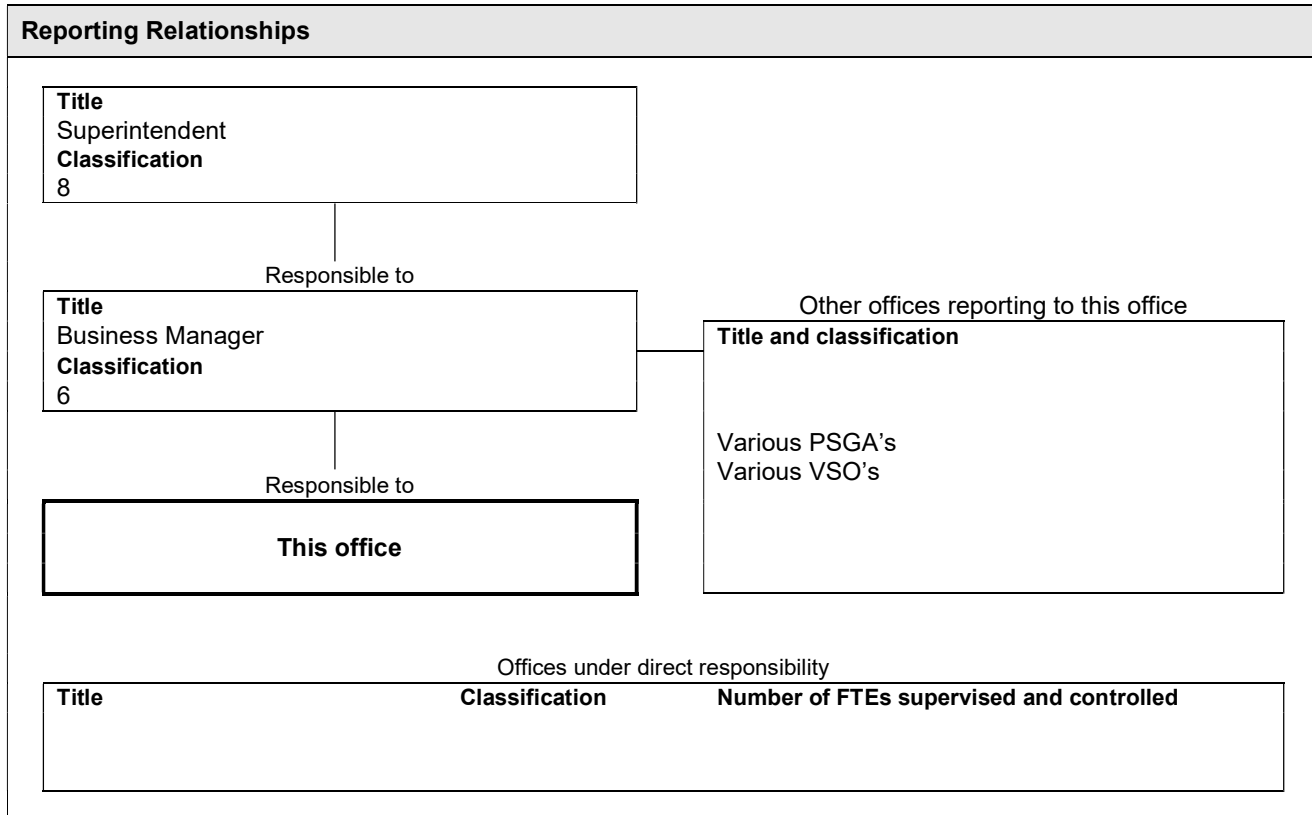
Other Duties

- Other duties maybe required within the occupant's skill base under the Prisons Act, involving specific emergency assistance for a period limited in time at the request of the Superintendent to assist in the management of the prison.

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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. Information and Knowledge Management	The ability to use information and knowledge effectively and contribute to the development and delivery of training and education within the kitchen.
2. Team Building and Maintaining Relationships	The ability to participate in, lead and facilitate work groups, model integrity and a positive and pro-active approach and establish and manage effective workplace relationships and networks to achieve positive outcomes.
3. Communication	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 style to suit the cultural needs of clients.
4. Resource Management	The ability to manage, human, financial and physical resources effectively to achieve outcomes.
5. Priority Setting and Delegation	The ability to set and meet work priorities and delegate appropriately across teams within the workplace to achieve outcomes within timeframes.
6. Qualifications	Possession of a relevant trade qualification
<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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Location and Accommodation
Location Centenary Road, BUNBURY WA 6230
Accommodation
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	/ /