



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.

Position title		Special conditions
Relief Instructor (Chef)		
Effective date	Position number	Level
July 2019	014771	VSO3
Division	Directorate	Branch
Corrective Services	Adult Justice Services	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
Adult Justice Services 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 the business plan, resource management budget and statutory requirements; Managing the Prison to ensure the care, wellbeing 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
Bunbury Regional Prison is located approximately 15 kilometres south of Bunbury on Centenary Road South West Highway, (off Boyanup Road). The prison is a medium security facility, with a separate pre-release unit housing minimum security offenders. Bunbury also accommodates a high number of vulnerable prisoners and is considered a leader in actively managing special needs offenders who would normally be placed in the mainstream in protection. Bunbury delivers high-level programs to offenders, including the medium and high intensity sex offender programs and medium intensity violent offender programmes. The Relief Instructor (Chef) is responsible for the production of meals, training and supervision of prisoners involved in food preparation, control of the food budget, development and implementation of the menus within the Department's guidelines. Ensuring that the kitchen area complies with Occupational Health and Safety regulations. Instruct and supervise prisoners in cooking, baking and pastry making skills. Provide relief assistance in order to provide goods and supplies for prison industries and consumables for other areas. Maintain safe and appropriate storage of stock and equipment for the workshop. Maintain delivery schedules for the prison and industries.

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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 Ministry guidelines, that caters for seasonal, medical, religious and cultural requirements.
- Responsible for the management and reporting of funds allocated to the kitchen.
- Coordinate with the workshop officer for the maintenance and repair of kitchen and facilities.

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 / contractors, 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 is to the Departments Catering Coordinator
- 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 meal figures, FoodSafe audits, Occupational Safety and Health, incident reports, etc.) to the Catering Supervisor.
- Maintains appropriate records to track maintenance and repairs to vehicles allocated to Hakea Prison.
- Prepares various reports and correspondence on identified issues related to Transport (This includes such things as vehicle operations, 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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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Trade Qualification	A certificate III in Hospitality (Commercial Cookery) (SIT07) 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. Priority Setting & Delegation	The ability to set and meet work priorities and delegate appropriately
6. Computer Skills	Utilising programs and applications for word processing, data entry and emails.

Pre- Appointment Requirements

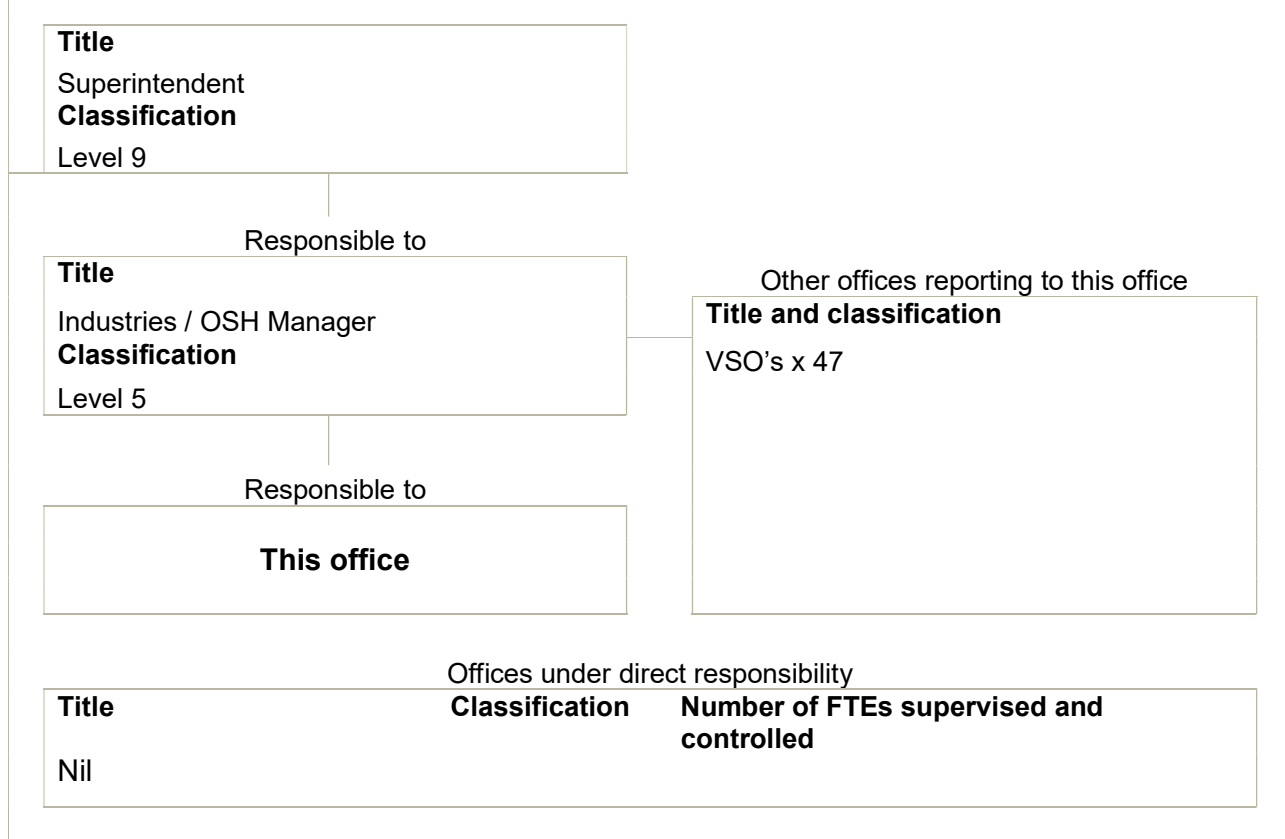
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:

- Complete the Employment Profile Assessment as determined by the Departments 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 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 Bunbury Regional Prison, Centenary Road, Bunbury, WA, 6230
Accommodation N/A

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	