Queensland Corrective Services

Role Description

<table>
<thead>
<tr>
<th>Position title:</th>
<th>Trade Instructor - Caterer</th>
<th>Vacancy ref no:</th>
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</thead>
<tbody>
<tr>
<td>Branch/division:</td>
<td>Closing date:</td>
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<tr>
<td>Location:</td>
<td>Gross fortnightly salary: $0000.00 - $0000.00</td>
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<tr>
<td>Classification: CO1-3 to CO2-2</td>
<td>Gross yearly salary: $00000.00 - $00000.00pa</td>
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<td>Status: Permanent/Temporary for .............. months. Position is required to work within a designated roster.</td>
<td>Total remuneration: Total remuneration will include applicable allowances, generous employer superannuation contributions and leave loading</td>
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About the Department
The Department contributes to a fair and just society and safe, healthy, productive workplaces and community.

Queensland Corrective Services (QCS) in partnership with other key criminal justice agencies is committed to the critical role of “community safety and crime prevention through the humane containment, supervision and rehabilitation of offenders”.

About the Business Area
Correctional centres are responsible for the delivery of custodial services across Queensland. People in custody are supervised in either high or low security correctional centres. High security centres provide for the management of adult prisoners held in secure custody correctional centres across Queensland

About the Role
The Custodial Correctional Officer Trade Instructor Caterer controls the daily operations of a high volume kitchen within a Correctional Centre.
Key Responsibilities

Supervise the prisoners on a daily basis
- Supervise the behaviour and activities of prisoners on a daily basis in accordance with the centre/facility's routine
- Assist in the rehabilitation of prisoners by participating in or overseeing their work or activities.
- Identify prisoners who may be at risk and advise relevant staff in a timely manner
- Interact with prisoners and respond to their needs through the provision of services in an appropriate manner within relevant guidelines and rules
- Encourage prisoners to participate in programs to maximise their opportunities for rehabilitation
- Report details or incidents and behaviour of prisoners for the purpose of the sentence management process
- Participate in the reception, induction and discharge of prisoners in accordance with procedures.
- Assess prisoner needs prior to action and take into account traditional cultural values
- Act in accordance with the Code of Conduct

Monitor and maintain the security requirements of the correctional centre and/or facility
- Monitor and maintain the dynamic and static security requirements of the correctional centre or facility, reporting any unusual behaviours or occurrences which could result in a breach of security
- Undertake searches and perform escort duties of prisoners both within the centre and externally when required
- Work to various rostering arrangements covering a 24 X 7 operation, Monday to Friday shift work and/or day only shift and provide timely responses to emergency or security breaches
- Prepare and submit accurate incident reports/ statements/ records concerning notifiable incidents
- Identify and respond appropriately to potential security risks and illegal activity
- Provide reports concerning equipment damage, defects or loss and maintain accurate administration records
- Restrain and control non-compliant prisoners in accordance with Departmental policies and guidelines

Support and promote internal and external professional relationships
- Develop productive relationships with staff, management, professionals, police and other agencies.
- Assist with professional development activities where required
- Ensure appearance conforms to official uniform standards at all times
- Ensure decisions are timely, well considered and that actions taken are fair and accountable
- Comply with QCS policy, procedures and legislation and related legislation and procedures pertaining to QCS operations
- Create public confidence by positively promoting QCS

Undertake reporting and administration functions
- Prepare relevant reports on trade and/or industry activities
- Maintain training and other records
- Perform other administrative duties required in the effective management of the Unit
Supervise prisoners in the preparation of meals on a high volume capacity

- Prepare meals in accordance with the centre’s requirements and take into account budgetary considerations and dietary guidelines
- Assist in the preparation of an operational plan, budget estimates and the effective budget management for industries cost centres.
- Actively participate in procurement process and stock control procedures.

Participate in the employment, induction and training of prison kitchen workers

- Provide relevant training and education to prisoners including but not limited to the safe operation of kitchen equipment and all Food Safety Program activities and procedures
- Liaise with management in relation to the employment of prisoners in the kitchen area
- Develop food handling protocols which meet food safety guidelines
- Monitor kitchen equipment ensuring it is maintained in accordance with health and safety principles

How you will be assessed


Relevant experience, knowledge and skills as required

- Contemporary demonstrated experience working in a high volume catering environment
- Knowledge in the application of safe food handling and preparation processes and WH&S
- Ability to work in a demanding work environment that requires the delivery of high volume catering activities within specified time frames
- Experience in managing large work groups involved in the operation of a food preparation/catering function
- Experience in inventory control related to catering/food preparation activities including assistance with expenditure within budget constraints
- Trade Certificate in a relevant field e.g. Commercial Cookery will be highly regarded
- Knowledge of regulations or specific work requirements relevant to the trade area
- Possession of the relevant vocational qualification or trade certificate or equivalent industry experience would be an advantage but not compulsory
- Teamwork skills with the ability to work effectively with people of different ages, gender and cultural backgrounds. In addition, demonstrated ability to collaborate and contribute to team results
- Information technology skills at a basic competency level with the willingness to learn new IT skills and use internal offender management databases as well as Microsoft Office software
- Planning and organising abilities to ensure tasks are completed within the required deadlines and in accordance with all relevant policies and procedures within the correctional environment
- Problem solving skills with the ability to apply a range of problem solving strategies and show initiative in identifying and solving problems both independently and as a team member
- Communication skills as demonstrated through the ability to listen, understand and speak clearly to a wide range of audiences. Written skills with the ability to summarise information and data

Mandatory Qualifications, Conditions and Requirements

Mandatory Requirements
It is a mandatory requirement that applicants have:
Driver’s license, the minimum C class Australian licence
Certificate in Apply First Aid (previously known as Senior First Aid certificate). Applicants who do not have this qualification must provide evidence that they have commenced the process of obtaining this qualification prior to the interview.
To be eligible to apply for this role you must hold suitable working rights for Australia – you must be an Australian Citizen, Permanent Resident or New Zealand Citizen.

**Conditions of Employment**

It is a condition of employment that, prior to commencing work in the role of Trade Instructor, you will be required to successfully complete the paid compulsory ten (10) week Custodial Officer Entry Program (COEP) at the Queensland Corrective Services Academy at Wacol. Refer to Additional Information for details of the COEP.

It is a condition of employment that all applicants offered a position must successfully complete a Certificate III in Correctional Practice (Custodial) offered by QCS during their first year of employment.

The role of Trade Instructor works within a 24/7 operating environment and will be required to work within a roster that covers Monday – Sunday, across a range of shift patterns in accordance with the centres rosters.

**Interested in applying?**


**How to submit an application**


A resume should also be included and should include details about your responsibilities and achievements of current and previous roles, and include two recent referees who have a thorough knowledge of your work performance and conduct. Please ensure that one of the referees is your current or immediate past supervisor.

**Additional Information**

Applications to remain current for 12 months.

The incumbent may be required to work hours outside the normal work hours.

This position reports to the relevant supervisor or manager within the centre and may also be instructed to undertake actions by a proper authority. There are no direct reports to the position, although there will be direct contact with prisoners.

This role description provides the minimum requirements for the role. The incumbent may be required to undertake other duties as required

The officer may be required to travel on official business.

Further information about the department is available from our [website](http://www.justice.qld.gov.au).

On appointment a probationary period of not less than 12 months will apply.

All newly appointed public service employees who have been employed as a lobbyist in the previous 2 years are required to provide a disclosure to the Director-General within 1 month of commencement in accordance with *Disclosure of Previous Employment as a Lobbyist Policy*. 

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People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, and Aboriginal and Torres Strait Islander people are encouraged to apply.
Any applicant recommended for appointment who is a current or previous public sector employee is required to disclose previous serious disciplinary action taken against them. If recommended for appointment the Panel Chair will contact the applicant further to discuss this requirement.

A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicle.

Where a subsequent or recurring vacancy arises, either from the same centre/location or different centre/location from the advertised position, the vacancy may be filled from the order of merit used to fill the original position. Applications will remain current for up to 12 months after the closing date.

Information on Award conditions including salary rates can be accessed via: http://www.correctiveservices.qld.gov.au/Publications/Corporate_Publications/Employment_documents/DCS_Correctional_Employees_Award_State_2012.pdf

Pre-employment Checks
Pre-employment checking will be conducted on preferred applicants before placement. They are used to verify that the information provided by the applicant in the selection processes is true and accurate. Pre-employment checking includes checking of criminal history, identity, performance or previous discipline history.

Pre-employment Physical Assessment
Applicants who progress from the assessment centre will be required to complete the five minute Responding to Medical Emergency (RTME) assessment. A video of what is required during this assessment is available for viewing on the ManpowerGroup website.

Pre-employment Medical Checks
Applicants who progress from assessment centre will be required to undertake a pre-employment medical assessment with a medical practitioner that is registered as an approved provider by the Department. Details of the registered medical practitioners will be provided during the recruitment process. Note: The cost of this assessment will be at the applicant’s expense.

Criminal History Checks
Criminal history checks will be undertaken by Queensland Corrective Services on preferred applicant(s). Applicants seeking appointment in QCS are required to disclose any criminal histories and/or charges (including convictions which are not recorded), usually at time of interview, as per the provisions of the Criminal Law (Rehabilitation of Offenders) Act 1986, section 9A(1). A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment with QCS. QCS will obtain information from the Queensland Police Service on whether an applicant is under investigation for a serious offence and, if necessary, information can be obtained concerning the person.

Smoke Free Prisons
Queensland Corrective Services facilities are tobacco and smoke free. Cigarettes, tobacco and smoking related items, such as matches and lighters, are prohibited inside a corrective services facility. Smoking is not permitted anywhere on the grounds of a corrective services facility (including car parks, walkways, visits processing etc.).

Custodial Officer Entry Program (COEP)
Successful applicants before being offered a position will be required to successfully complete the paid compulsory ten (10) week COEP at the relevant training facility. This will be the first component of the Certificate III in Correctional Practice (Custodial) which is mandatory qualification for Custodial Correctional Officers. Accommodation for courses at the Queensland Corrective Services Academy only, during the relevant training periods may be arranged, upon application and approval, for officers who meet residential criteria as determined by the Department.
The Custodial Officer Entry Program (COEP) includes:

Physical Control & Restraint Technique Training
This component involves a degree of physical exertion and strong physical contact, e.g. barging, tackling, restraining. Techniques include punching, kicking, and baton use, applying physical restraint devices, joint locks, unbalancing, leverage, pressure point control and applying pain as a stimulus to enforce compliance.

Chemical Agents
Direct exposure to chemical agents while wearing a mask and then exposure to the agent with the mask removed.

Firearms
Participants will be expected to demonstrate competence in the use and routine maintenance of a Glock pistol.

Following this program, applicants will undergo competency based training and assessment in a prison to complete Certificate III Correctional Practices (Custodial) during the first year of employment.

Physical Assessment
Responding to Emergencies
This component requires participants to successfully complete an operational circuit within 5 minutes. The circuit consists of:

1. Jog/run approximately 500 metres – including repetitive stair (10 x 20cm steps) ascents
2. 10 arm and leg thrusts
3. 10 prone/push and stand drill exercises
4. 20 metre 70kg mannequin drag, and then
5. Communicate effectively using a radio

Want to know more? Visit the following website:
www.correctiveservices.qld.gov.au/employment

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