



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION

<b>Position Title</b>	<b>BAKERY OVERSEER</b>
<b>Reference Number</b>	PD124
<b>Department</b>	FINANCE AND ADMINISTRATION
<b>Position Reports To</b>	FOOD SERVICES MANAGER
<b>Positions Reporting To This Role</b>	NIL
<b>Work Location And Travel</b>	This position is located at <b>Junee Correctional Centre</b> on Park Lane, Junee, NSW 2663.
<b>Operating Environment</b>	<p><b>Junee Correctional Centre</b> is located in Junee, New South Wales, 40 kilometres north-east of Wagga Wagga.</p> <p>Junee has been continually managed by GEO on behalf of Corrective Services NSW since opening in 1993. It is New South Wales' largest regional correctional centre.</p> <p>Junee's primary role is to safely and securely house up to 853 adult prisoners and progress their sentence plans by delivering a comprehensive range of education, vocational training, reintegration and offending behaviour programs. Together, these lower a prisoner's risk of reoffending and increase the likelihood of successful community reintegration.</p> <p>The team at Junee achieves exceptionally high levels of prisoner engagement with its responsive interventions. This includes developing strategies that encourage and enable previously-marginalised prisoner groups such as Indigenous Australians and the chronically ill to participate.</p>
<b>Position Summary</b>	Supervise the running of the Bakery within the Industries environment providing instruction to inmates in accordance with HACCP and WHS regulation and operation of structured day.

## Key Accountabilities

- Supervise the behaviour and the activities of Inmates on a day-to-day basis in accordance with the Bakeries structured day and in conjunction with the provision of dynamic security.
- Provide guidance and vocational training to Inmates employed in the Bakery.
- Liaise and communicate with operations and TAFE staff based within the Correctional Centre.
- Ensure that any perceived breaches of security are reported immediately to the Food Services Manager and Operations Manager.
- Carry out case management duties for assigned Inmates in accordance with the Inmate's case plan.
- Interact with offenders and respond to their needs through the provision of services in an appropriate manner in accordance with relevant legislation, Corrective Services NSW Procedures Manual and Junee Correctional Centre Operating Instructions and assignment orders.
- Implementation of the OPRP/HACCP Plans and monitoring of Critical Control Points (CCPs) and Operational Prerequisite Programmes (OPRPs).
- Reporting to the Centre's management on the effectiveness and suitability of the food safety management system.
- Coordinate implementation of the HACCP/ISO 22000 plans ensuring plans cover all products and processes and verify and review plans to ensure ongoing compliance.
- Ensure all utensils and equipment are properly maintained and in good working order.
- Plan seasonal menus for submission to an approved dietician. Ensure that the approved menus are adhered to, taking into account seasonal availability.
- Ensure that all food produced is of a quality and quantity to meet the requirements of the Centre
- Manage procurement of equipment, raw materials and services to achieve the best possible cost and quality balance.
- Ensure wages for Inmates employed in the bakery are correct and employment and dismissal forms for Inmates are completed when necessary.
- Be cognisant of 'purpose and place' when undertaking all duties.
- Carry out other duties as directed by the Food Services Manager.
- Co-operate with the employer's efforts to comply with the requirements of the WHS Act 2011. Accept responsibility for the health, safety and welfare of subordinates, inmates, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with the WHS Act 2011.
- Co-operate with the GEO Group Australia's efforts to establish, maintain and continuously improve the GEO Environmental Management System in accordance with the requirements ISO 14001, the GEO Quality Management System in accordance with the requirements of ISO 9001 and the integration of these systems. These GEO systems are based on best practice standards and where appropriate are also fully accredited.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

### Key Selection Criteria:

- Successful completion of the 9 week pre-service Correctional Officer training course provided by GEO (upon next available course).
- Completion of Cert III Correctional Practice (to be completed within 12 months of commencing 9-week pre-service training course.)
- Completion of an appropriate apprenticeship and trade certificate in baking/pastry cook.
- Experience in inventory and stock management.
- Current First Aid Certificate.
- An understanding of the Australian and New Zealand Food Standard Regulations.
- Demonstrated knowledge of HACCP and ISO22000 requirements.
- Implement and maintain HACCP and ISO22000 accreditation system in the operation to ensure quality procedures.
- Detailed knowledge of the Food Services Act and implementation of hygiene requirements.

### Other Requirements of the Role

- Ability to work within a correctional setting, which will involve direct contact with prisoners.
- Valid and current full Australian driver's licence.
- Satisfactory completion of a National Criminal History Check.
- Ability to obtain and maintain a security clearance.
- Work outside of ordinary business hours may be required on occasion.

### Employee Acceptance

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

NAME	SIGNATURE	DATE

Master copy lodged with HO (SMT only)

Master copy lodged with department monitor