

POSITION DESCRIPTION (NON SMT)

Position Title	Catering Supervisor
Reference Number	RPPD707
Department	Food Services
Position reports to	Catering Manager
Positions reporting to this role	Catering Officer
Work Location and Travel	This position is located at Ravenhall Correctional Centre on 101-201, Riding Boundary Rd, Ravenhall, VIC 3023.
Organisational Overview	<p>Our goal is to deliver better corrections, and in doing so, create safer communities.</p> <p>We measure our success in delivering 'better corrections' in two ways: against our objective of being Australia's best provider of correctional services, as well as our ability to make these services better over time through innovation and continual improvement.</p> <p>We measure our success in delivering 'safer communities' through our ability to successfully reintegrate the prisoners we release, with corresponding reductions in their rate of reoffending.</p> <p>To reduce reoffending we apply the GEO Continuum of Care:</p> <ul style="list-style-type: none"> • We work not only in our correctional centres but continue our services out into the community to support our prisoners after release • We work not only with our prisoners but also with those critical to their rehabilitation and reintegration such as families, social networks and other service providers • We work not only during our prisoners' sentences but also afterwards as they leave the correctional system and return fully to their communities. <p>Our five values which deliver Better Corrections, Safer Communities are that we Partner, we Lead, we Deliver, we Measure and we Respond.</p>
Operating Environment	<p>Ravenhall Correctional Centre is located in Ravenhall, Victoria, 25 kilometres from Melbourne.</p> <p>Ravenhall is a 1000 (built for 1300) bed medium security prison for adult sentenced males. Its contemporary campus-style design</p>

	<p>reflects four accommodation communities with varying profiles: 1) induction and transition, 2) youth and indigenous, 3) challenging behaviours and more settled prisoners and 4) protection. Community accommodation is complimented by a further 75-bed Forensic Mental Health Unit, 25-bed Unit for prisoners with significant challenging behaviours, and a 25-bed Mission Unit designed to respond intensively and therapeutically to current community issues. In recognition of the importance of Continuum of Care, Ravenhall extends its presence into the community by providing ex-prisoners with access to post-release support at GEO's Community Reintegration Centre.</p> <p>Through investment in opportunities for prisoners to engage in work, education and programs, prisoners are not only held safely and securely but given every chance to turn their lives around. Issues behind much of the crime in our communities – such as violent attitudes, anti-social behaviours and the abuse of drugs and alcohol – are addressed through innovative programs and interventions. At the same time helping prisoners with day-to-day challenges such as gaining and holding down employment and finding a suitable place to live also help prevent a return to crime.</p> <p>Ravenhall's unprecedented emphasis on offender rehabilitation and reintegration is evidenced by a significantly sized team of clinicians, working in concert with a number of Victoria's most respected organisations including Forensicare, Correct Care, YMCA, Melbourne City Mission and The Kangan Institute, Ravenhall provides an integrated service system that collaboratively brings about lasting positive change in the lives of prisoners pre- and post-release. Through these partnerships the objective of Safer Victorian Communities is achieved.</p>
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Position Summary	The Catering Supervisor oversees the efficient production and distribution of quality food in the Centre, whilst supervising prisoners within the kitchen.
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Job Profile

Key Role Accountabilities:
<ul style="list-style-type: none"> • Ensure the efficient and effective supervision of the Centres' catering services. • Plan and organise food production (new menus, functions and prisoner meals) and distribution, including scheduling daily meetings with catering staff, managers and prisoner workers. • Responsibilities as directed by Catering Manager and act up in this position as required. • Ensure that all meals are cost effectively produced by the kitchen to a high standard of quality. • Ensure that the kitchen and staff meet safe hygienic standards; ensure all equipment is maintained and in good working order; implement Safe Work Procedures for staff and prisoners, ensuring Occupational Health and Safety requirements are followed. • Ensure all relevant paperwork and reports are completed on a daily basis. • Establish and maintain excellent customer service relationships when dealing with other GEO

employees and suppliers.

- Daily supervision of all prisoners and catering staff; provision of ongoing training for all staff and prisoners; assisting the education provider with any special requirements for assessing prisoners at work.
- Implement sound OH&S procedures and practices consistent with Australian/ New Zealand Standards ISO 45001 to ensure safety is at the forefront of all planning.
- Ensure a detailed training plan is developed for all industry equipment and all safety operation procedures are highlighted.
- Ensure every prisoner is fully trained and competent in the proper operation of any equipment prior to operation and the training is duly recorded.

General Responsibilities as a GEO Non Senior Management Team Member:

- Ensure GEO's primary goal of reducing reoffending is at the core of everything you do.
- Inspire and motivate others, communicating professionally and assertively, working harmoniously as part of a multi-disciplinary team. Build and maintain effective professional relationships with internal and external stakeholders.
- Complete work in a timely and consistent manner and to a high quality standard in line with local and/or corporate policies, procedures and operating manuals.
- Have clear understanding of day to day deliverables.
- Complete all required training requirements within designated timeframes
- Maintain a satisfactory attendance record.
- Understand and ensure that the integrated management system described in the Governance, Risk and Compliance Manual (GRC) and Quality, Environmental, Safety (including Food Safety) Policies is complied with; and ensure any operational, quality, environmental, workplace safety or food safety non-conformance, incident or accident is immediately reported through the appropriate channels.
- Display high levels of integrity and honesty and adhere to GEO's HR2.01 Code of Conduct and Ethical Behaviour, as well as all other applicable policies and procedures.
- Invest in continuous self-development and the development of others.

Position requirements:

Key Selection Criteria

Essential:

- Certificate III in Commercial Cookery/Hospitality.
- Demonstrated knowledge and experience in stock control, ordering procedures and budget control processes.
- A working knowledge of large kitchens and the ability to "multi task" in the kitchen.
- Demonstrated experience and knowledge of bulk food preparation, cooking and presentation in a commercial environment and the ability to ensure that meals are of a satisfactory quality in accordance with a published menu.
- Good decision making skills and the ability to work without supervision.
- Ability to satisfactorily combine security considerations with prisoner and staff kitchen supervision duties.

	<ul style="list-style-type: none"> • Effective written, oral and interpersonal communication skills. • Working knowledge of computerised inventory control systems as well as the Microsoft suite of programs. • Ability to lead by example and establish and manage effective workplace relations to achieve positive outcomes within set timeframes. • Be able to understand and operate different types of machinery and equipment as required. • Sound knowledge of OH&S requirements. <p>Desirable:</p> <ul style="list-style-type: none"> • Certificate III in Correctional Practice.
Other Requirements of the Role	<ul style="list-style-type: none"> • 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.

APPROVED BY	SIGNATURE	DATE
General Manager		
Relevant Director		
Director Employee and Industrial Relations		
Managing Director		

Employee Acceptance

I acknowledge that:

- 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 ☐