



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	CATERING TEAM LEADER
Reference Number	PD162
Department	FINANCE AND ADMINISTRATION
Position Reports To	FOOD SERVICES COORDINATOR
Positions Reporting To This Role	NIL
Work Location And Travel	This position is located at Junee Correctional Centre on Park Lane, Junee, NSW 2663.
Operating Environment	<p>Junee Correctional Centre 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 1030 adult prisoners (or up to the capacity of available beds) 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> <p>Interstate travel may be required.</p>
Position Summary	This position is responsible for supervising inmate kitchen workers and assist with the preparation of adequate meals of the correct quality and quantity for the Inmates, Staff and Management of the Centre.

Key Accountabilities

The position of Catering Officer in relation to food preparation will have been satisfactorily performed when:

- Predictable yields are met so there will not be any shortages during service times.
- All items are prepared consistently in colour, taste and texture.
- Correct temperatures of all foods are maintained as per HACCP/ISO 22000 procedures.
- Recipes are standardised between shifts to promote uniform quality, taste and nutritional standards and exercise initiative in substituting recipes and ingredients where required.

The position of Catering Officer in relation to production will have been satisfactorily performed when:

- Food is produced by a predetermined serving time in a safe and hygienic manner to HACCP/ISO 22000 guidelines.
- Correct portions are prepared so no shortages occur during serving.
- Food costs do not exceed the predetermined budget.
- Ensure all inmate kitchen workers understand their roles and responsibilities and carry out accordingly.
- Allocate duties and scheduling of inmate kitchen workers, equipment and calculate the amount of food to required production schedule.
- Ensure inmate kitchen workers under supervision are gainfully employed throughout the shift consistent with the rehabilitation goals in the GEO Continuum of Care model.
- All areas and equipment pertaining to the Food Service Department are kept in a hygienic, tidy, safe manner and serviceable.
- All food deliveries are checked against the invoice for the correct quantity and quality.
- Stock control procedures are maintained.

The position of Catering Officer in relation to sanitation and hygiene shall be satisfactorily performed when:

- All equipment is cleaned appropriately after each use.
- Production areas are cleaned regularly during preparation, after service or when required.
- All areas of the kitchen are left in a clean and tidy condition at the end of each shift.
- Hygiene checklists are completed.
- GEO uniform, Chefs Personal Protection uniform and personal appearance are maintained in accordance with Company policies.
- HACCP/ISO 22000 policies and procedures are adhered to.
- Effective vermin precautions are evident.
- All cool rooms are to have stock rotated, any excess stock to be incorporated into the next day's menu.
- Any noticeable drop in stock levels to be reported to the Food Services Coordinator.

The position of Catering Officer in relation to perishable foods will have been satisfactorily performed when:

- All perishable foods are properly covered, dated and kept at the correct temperature to prevent spoilage.
- Foods are always thawed under refrigeration and never at room temperature.
- All foods are rotated for freshness.
- Food is stored in proper containers and always off the floors.
- Provides leadership and direction to inmate kitchen workers including managing their roster.
- Supervise inmate kitchen workers providing basic dynamic security and ensure that inmate kitchen workers are adequately dressed (eg clean whites, PP clothing).
- Maintain case notes for inmate kitchen workers employed in the Food Services area.
- Maintain and monitor inmate kitchen workers attendance records where required.
- Assist with the training and development of new employees.
- Other duties as directed by the Food Services Coordinator.
- Be cognisant of 'purpose and place' when undertaking all duties.
- Cooperate 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 current WHS Act.
- Cooperate 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:

Essential:

- Experience and knowledge of bulk food preparation, cooking and presentation in a commercial environment and the ability to ensure that meals are of satisfactory quality in accordance with a published menu.
- Relevant qualifications or equivalent experience.
- Knowledge and experience in basic computer packages including Microsoft Word, Excel and Outlook.
- Ability to satisfactorily combine security and inmate worker supervision duties associated with a kitchen in a Correctional environment.
- Experience or aptitude to adopt HACCP/ISO 22000 principles and quality assurance processes.
- Experience and knowledge in catering for different religions, cultures and nationalities.
- Ability to supervise and motivate inmates to maintain production levels.

- Ability to rapidly acquire and exhibit Workplace Health & Safety practices and Quality Assurance principles.
- Ability to complete selected modules of Pre-Service Course applicable to the role.
- Ability to obtain a satisfactory health check examination upon commencement of employment and willingness to undertake examinations on a regular basis

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/Manager Approval

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.

EMPLOYEE'S NAME	SIGNATURE	DATE

Manager Approval (of Position Description)

NAME	SIGNATURE	DATE
D. Karauria		06.04.23

Master copy lodged with HO (SLT only) ☐

Master copy lodged with department monitor ☐