

Catering and Stores Officer

STATEMENT OF DUTIES

FEBRUARY 2025

Number	Generic
Portfolio	Child Safety and Youth Justice Operations
Branch	Youth Justice Operations
Section/Unit/School	NA
Supervisor	Administration and Catering Coordinator
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 2
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 73.5 of hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	North
Check Type	Annulled
Check Frequency	Pre-employment

Context

The Department for Education Children and Young People are a child safe organisation who put the safety of children and young people first through creating a culture, adopting strategies and taking action to promote child wellbeing and prevent harm to children and young people. As part of the many portfolios within the Department, Child Safety and Youth Justice Operations oversees Youth Justice services, including the Ashley Youth Detention Centre (AYDC) which provides secure care and custody for young people aged 10-17 years who are detained or remanded by the courts.

Primary Purpose

Within this context the Catering and Stores Officer will cook and serve safe and nutritious meals for residents and staff at the Ashley Youth Detention Centre (AYDC) in accordance with all relevant standards, dietary, and religious requirements. The role will also contribute to the effective operation of the AYDC stores, through ensuring the adequate receipt, stocking, distribution and storage of goods.

Level of Responsibility/Direction and Supervision

As part of a multi-disciplinary team and under the direction of the Administration and Catering Coordinator, the Catering and Stores Officer will deliver high quality catering and stores services to residents and staff at the AYDC in accordance with legislative requirements, Agency policy and relevant trade standards and competencies.

The incumbent will be responsible for ensuring the effective stock and storage of perishable goods, as well as preparing food in a safe and hygienic manner.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Plan and prepare safe and nutritious meals to a satisfactory quality and quantity as per the Australian Dietary Guidelines, ensuring consideration is given to resident preferences including medical, cultural, and religious requirements and other special dietary needs.
2. Clean all equipment, utensils, floors, ovens, and other relevant items in compliance with Food Safety Standards and AYDC policies.
3. In consultation with the supervisor, order and maintain catering supplies in respect to set menu requirements and resident numbers, ensure supplies are checked, received

and stored in accordance with Food Safety Standards, Work Health and Safety and audit requirements.

4. In accordance with relevant procedures, policies and standards, provide assistance to the supervisor in the operation of the AYDC store, maintaining and distributing enough consumables and other items to meet resident and operational requirements.
5. Complete daily administrative tasks, including security audits and food safety compliance recording.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated knowledge of Food Safety Standards, Work Health and Safety principles and practices, and the Australian Dietary Guidelines of food nutrition together with the capacity to undertake a full range of cooking duties.
2. Proven time management and organisational skills with a demonstrated ability to work under minimal supervision to meet daily meal preparation schedules and other deadlines.
3. Knowledge of, and experience in general purchasing and stores procedures, including in the use of computerised ordering systems, and storage methods for a variety of perishable goods.
4. Demonstrated ability to work independently and within a team environment, to exercise judgment and initiative, and follow instructions and procedures.
5. Sound communication skills, with the ability to develop rapport and relate positively to young people in detention, AYDC staff and suppliers.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any

new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 - 1 Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 - e) serious traffic offences
 - 2 Identification check
 - 3 Disciplinary actions in previous employment check

Desirable

- Current Driver's Licence
- A recognised formal qualification OR significant experience in the preparation and presentation of nutritious meals in an institutional or other food service context.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and

education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Manager - Recruitment Operations – 28/02/25 SA
Request: Date Duties and Selection Criteria Last Reviewed: 2/25 SW
