

Tasmania Prison Service Laundry Assistant – Statement of Duties

Objective

Support the objectives of the Tasmania Prison Service and Prison Industries by assisting with the outcome deliveries associated with prison laundry operations and other prison industry outputs.

Duties

- Undertake collection and delivery of goods on behalf of Prison Industries using vehicles up to medium rigid capacity.
- Ensure Laundry is free from Prison contraband and unauthorised items in accordance with Directors Standing Orders and operational requirements.
- Complete administrative and reporting tasks associated with Directors Standing Orders and maintenance of industry equipment operational requirements.
- Contribute to the effective operation of the industries work unit maintaining established standards, systems and procedures and propose improvements to practices, methods and processes.
- Actively participate in explaining and reviewing operational procedures, provide information and liaise with various Internal and external stakeholders including prisoners.
- Contribute to a high standard of workplace health and safety in accordance with existing Work Place Health and Safety legislation and policies.
- Any other duties as assigned to classification.

Level of responsibility

- Responsible for the satisfactory completion of tasks to contribute to the operational effectiveness of the Industry unit.
- Maintain good communication and interpersonal skills.
- Responsible for carrying out duties according to established routines and procedures in accordance with Directors Standing orders and prison routines.
- Responsible for ensuring laundry is free from Prison contraband and unauthorised items. Maintaining Departmental confidentiality.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- Works under direct supervision from the Senior Industry Supervisor RPC/Laundry Supervisor.

Selection criteria

1. Demonstrated understanding of the correct use of laundry equipment together with sound knowledge of cleaning solutions and related procedures or the ability to acquire.
2. Good level of skills interpersonal skills including communication, working within a team, and positive manner.
3. Ability to work in a prison environment while understanding the principles of discretion and confidentiality.
4. Ability to maintain accurate records.

Essential requirements

- Current unrestricted Medium Rigid drivers' licence.

Desirable requirements

- Nil

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person
 - Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty
 - Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
3. Identification check.

Position Summary

Title	Laundry Assistant
Number	350694, 357103, 357104, 357105
Award	Tasmanian State Service Award
Classification	General Stream Band 1
Division	Correction Services
Full Time Equivalent	1.0
Output Group	Tasmania Prison Service
Branch	TPS Industries
Supervisor	0
Direct Reports	Nil
Location	Risdon Prison
Position category and funding	T120