



Hostel Workers

Cook | Housekeeper | Night Attendant

Trilby Cooper Hostel, Kalgoorlie WA

Aboriginal Hostels Limited (AHL)

AHL's purpose is to provide culturally safe, fit-for-purpose, affordable accommodation for Indigenous Australians who need to be away from home to access employment opportunities, health, education and other essential services.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

AHL is looking for experienced Hostel Workers who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents.

What we offer

Job Title:	Hostel Worker – Cook Hostel Worker – Housekeeper Hostel Worker – Night Attendant
Classification:	APS Level 1
Job Type:	Ongoing/Non-ongoing, Full-time, Part-time, Casual
Salary:	\$39,953 - \$44,512 pa plus allowances and 15.4% superannuation
Benefits:	<p>Salary Packaging: Generous salary packaging of up to \$15,900 per year to reduce tax</p> <p>District Allowance: Kalgoorlie – annual amount of \$1,004 or \$1,996 with dependents.</p> <p>Shift Penalties: Generous shift penalties apply for work after hours, weekends and public holidays.</p>
Reporting to:	Hostel Manager/Assistant Hostel Manager
Position Contact:	Jacinta Mack, 0436 191 684



Position Description

Duties and Responsibilities

Under the general direction of the Hostel Manager/Assistant Hostel Manager, provide high quality care and support within a residential setting to Aboriginal and Torres Strait Islander peoples.

1. Customer Service	Ensure a high level of customer service is provided to AHL residents at all times, including attending to resident requests in a professional and courteous manner.
2. Workplace Safety	<p>All workplace tasks will be performed in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant Work Health and Safety (WHS) practices at all times. This includes the requirement for an employee to:</p> <ul style="list-style-type: none"> • Promptly report workplace hazards, WHS issues including injury or illness to their manager or Health and Safety Representative (HSR) as soon as practicable • Report an unsafe, hazardous or emergency situation using AHL's critical incident management framework and procedures • Appropriately use equipment or substances provided by AHL and report all asset and property maintenance related matters.
4. General	Hostel Workers are required to work as part of a team. Whilst your regular duties will be in either Cooking, Housekeeping, or Night Attendant, you may be required from time to time perform other duties as directed by Hostel Manager or Assistant Hostel Manager to ensure a high level of service is maintained.
3. Cook	<p>Undertake routine kitchen tasks including:</p> <ul style="list-style-type: none"> • Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation • Stocktake management - rotate, receive and monitor food and kitchen supplies • Ensure the kitchen is cleaned to standard • Prepare and clean the dining rooms for residents.
3. Housekeeper	<p>Undertake cleaning tasks on a daily basis. This includes:</p> <ul style="list-style-type: none"> • Ensure the hostel is serviced and cleaned to a high standard • Ensure the adequate supply of cleaning products, linen and other relevant items are available and stored appropriately • Ensure all rooms are checked regularly for repair and maintenance requirements, and that appropriate notifications are reported to the Hostel Manager or Assistant Hostel Manager.
3. Night Attendant	<p>Manage the night security of the hostel in accordance with AHL's policies and relevant legislation, including:</p> <ul style="list-style-type: none"> • Maintain the security of premises, monitor premises to preserve order and protect property • Monitor and authorise entrance and departure of residents, staff and visitors • Respond to emergencies <p>Undertake administrative tasks:</p> <ul style="list-style-type: none"> • Maintain data on AHL's online reservation management system • Write reports on daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences. <p>Undertake general domestic duties:</p> <ul style="list-style-type: none"> • Perform other general cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept clean, tidy and clear for residents. • Ensure rooms are ready for housekeeping the following day • Clean amenity areas.



Skills and Experience Required

All applicants will be assessed in relation to their ability to perform in accordance with the APS Values and Code of Conduct, the social justice principles of equity and workplace diversity, and occupational health and safety in the workplace.

Successful candidates will demonstrate:

1	<p>Commitment to working with Aboriginal and Torres Strait Islander peoples and the demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples. This commitment will be shown by your capacity to:</p> <ul style="list-style-type: none"> • Understand Aboriginal and Torres Strait Islander peoples and cultures; • Identify issues affecting Aboriginal and Torres Strait Islander peoples today; and, • Communicate respectfully.
2	<ul style="list-style-type: none"> • A strong focus on customer service, with the ability to communicate effectively, and work in a team environment.
3	<ul style="list-style-type: none"> • Knowledge and/or ability to learn Work Health and Safety (WHS) standards within a hospitality and accommodation environment.
4 Physical Requirements	<ul style="list-style-type: none"> • Hostel Workers need to be in good physical health, and will be required to walk, lift and carry. Hostel Workers work a flexible schedule, and must be able to move continuously during working hours. Shift work may apply.
5 Cook	<ul style="list-style-type: none"> • Experience in meal preparation in an industry based environment, ensuring the safe production of quality food without compromise to Food Safety Standards Australia. • Experience in commercial cookery, and the ability to manage stock rotation while ensuring timely service and hygiene of cooking equipment. • Good understanding of cleanliness and health standards required whilst preparing food at the work station.
5 Housekeeper	<ul style="list-style-type: none"> • Ability to complete Housekeeping and cleaning tasks in a productive and efficient manner.
5 Night Attendant	<ul style="list-style-type: none"> • Experience working in the security industry • Capacity to make appropriate decisions to manage threats to hostel security and resident safety, and to manage emergency situations effectively • Well-developed communication skills, including report writing • Effective time management skills and the ability to prioritise and complete a variety of security, administration, and domestic/cleaning tasks • Experience in working independently and in accordance with policies and procedures • Ability to work at night.
6 Desirable Qualifications/ Experience	<p>The following qualifications will be highly regarded:</p> <ul style="list-style-type: none"> • Certificate in Food Safety Handling (Cook) • Certificate III or Certificate IV in Commercial Cookery (Cook) • Chemical Handling Training (Housekeeper) • Experience in the Security Services industry (Night Attendant) • Other relevant qualifications or work experience in a similar role (all roles) • Certificate II in Hospitality (all roles).



Eligibility for engagement and to maintain employment

- Australian citizenship
- Undergo a satisfactory National Criminal History Check (prior to engagement)
- Meet fitness for duty requirements (prior to engagement)
- Satisfactorily complete a six month probationary period once employed.

Notes

This is an **Identified Position** and Indigenous jobseekers are encouraged to apply, as well as non-Indigenous jobseekers with a demonstrated commitment to working with Aboriginal and Torres Strait Islander peoples. The successful applicant will need to demonstrate a knowledge and understanding of Aboriginal and Torres Strait Islander Peoples and display respect and dignity in all their dealings with staff and residents.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see: <http://www.apsc.gov.au/priorities/disability/recruitability>

How to apply

1. Complete the position **Application Form**.
2. Prepare your **resume** outlining your career history, qualifications and contact details for at least two recent **referees**.
3. **Email** your **Application Form** and **resume** to recruitment@ahl.gov.au by the closing date of **17 June 2018**.

Please be sure to include your name and the position in the subject of your email.