



Australian Government



ABORIGINAL
HOSTELS LIMITED

Vacancy information

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.


A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people. 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.

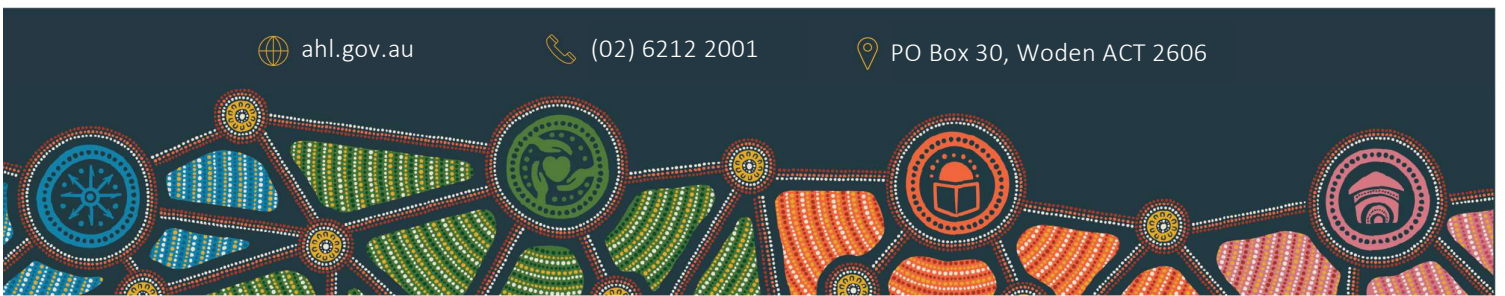
Please note: This vacancy was published from 22 November 2024 to 9 December 2024 under VN17624. The advertising period has been extended and applications are now open until **11:59pm on 5 January 2025**. All eligible applications received will be assessed after this closing date.

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| Job Reference | VN 17624-2 |
| Classification | APS Level 2 |
| Job Title | Cooks, Housekeeper and Night Attendants at Broome Hostel. Broome, WA. |
| Employment Type | Ongoing, Non-Ongoing and Casual positions. Full-time (75 hours per fortnight), Part-time (hours less than 37.5 per week is classified as part-time). Work patterns will generally cover 4 days of 7am to 7pm shifts and 6 days of half days a fortnight across both weekdays and weekends. For Night Attendant roles, work patterns will cover 7pm to 7am across both weekdays and weekends. Casual irregular and intermittent opportunities are also available. We are also seeking to establish a Merit Pool to fill any future vacancies that may arise. |
| Salary | \$56,774 – \$ 61,883 per annum (pro-rated for part-time) |

 ahl.gov.au

 (02) 6212 2001

 PO Box 30, Woden ACT 2606



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| Benefits | <ul style="list-style-type: none"> • 15.4% superannuation Remote Locality Allowance of \$3,464 pa without dependants or \$6,290 with one or more eligible dependants • Generous shift penalties apply for work after hours, weekends and public holidays • Regular salary packaging options for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay. |
| Location | <p>Broome Hostel, Broome, WA</p> <p>Broome Hostel Aboriginal Hostels Limited (ahl.gov.au)</p> |
| Contact Officer | <p>Philip Theseira – 0439 000 162</p> |

Position Description

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| <p>Under the general direction of the Hostel Manager/Assistant Hostel Manager, provide high quality care and support within a residential setting for First Nations people.</p> | |
| <p>Customer Service</p> | <p>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.</p> |
| <p>Workplace Safety</p> | <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. |
| <p>General</p> | <p>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.</p> |
| <p>Night Attendant</p> | <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. |
| <p>Cook and Kitchenhand</p> | <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 |

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| | <ul style="list-style-type: none"> • Ensure the kitchen is cleaned to standard • Prepare and clean the dining rooms for residents. |
| 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. |
| <p><i>Whilst this duty statement summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary at the discretion of the Chief Executive Officer, in consultation with the employee. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.</i></p> | |

Skills and Experience Required

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| The successful applicant will demonstrate: | |
| 1 | In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations people. |
| 2 | Demonstrated ability to support outcomes for First Nations people and the demonstrated ability to communicate sensitively and effectively with First Nations people. |
| 3 | A strong focus on customer service, with the ability to communicate effectively, and work in a team environment. |
| 4 | Knowledge and/or ability to learn Work Health and Safety (WHS) standards within a hospitality and accommodation environment. |
| 5 Physical Requirements | 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. |
| 6 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. Night Attendants will work overnight, generally 7pm to 7am. |
| 7 Cook and Kitchenhand | <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. |
| 8 Housekeeper | Ability to complete housekeeping and cleaning tasks in a productive and efficient manner. |

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| <p>Essential Qualifications and Training</p> | <p>Night Attendant - First Aid Certificate; Emergency Warden Training (or ability to obtain in the first six months of employment)</p> <p>Cook/Kitchenhand – Food Safety Handling Certificate (or ability to obtain in the first six months of employment).</p> <p>Housekeeper – Chemical Handling Training through an AHL’s approved supplier (currently Jaysol) (or ability to complete within the first six months of employment).</p> |
| <p>Desirable Qualifications/Experience</p> | <p>The following qualifications and experience will be highly regarded:</p> <p>Night Attendant</p> <ul style="list-style-type: none"> - Experience in Security Services Industry <p>Cook/Kitchenhand</p> <ul style="list-style-type: none"> - Certificate in Food Safety Handling - Certificate III or Certificate IV in Commercial Cookery <p>Housekeeper</p> <ul style="list-style-type: none"> - Chemical Handling Training <p>All roles</p> <ul style="list-style-type: none"> - Other relevant qualifications or work experience in a similar role - Certificate II in Hospitality |

Recruitment Initiatives

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.

Further, the **RecruitAbility** scheme applies to this vacancy. Under the RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position. For more information on the RecruitAbility scheme please follow this link: [APSC Recruitability scheme guide applicants](#).

Eligibility

- Be an Australian Citizen.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Hold or obtain relevant qualifications.

How to apply

- Complete the **Application Form** available on our website www.ahl.gov.au/work
- Submit your **Resume, Statement of Claims** and completed **Application Form** to ahl@horizonone.com.au by 11:59pm AWST on **5 January 2025**.
- Please include your name and the job reference (**VN 17624-2**) in the subject of your email.