



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 services 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.

AHL is looking for a Housekeeper to join our Tony Mundine Hostel. The ideal candidate will be energetic and passionate about providing excellent customer service to AHL residents.

Job Reference	VN2325
Classification	APS Level 2
Job Title	Housekeeper
Employment Type	Ongoing, Part-time (60 hours per fortnight) We are also looking to establish a Merit Pool to fill any future vacancies that may arise.
Salary	\$59,520 - \$64,877 per annum
Benefits	<ul style="list-style-type: none">• 15.4% superannuation• 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	Tony Mundine Hostel, NSW – Tony Mundine Aboriginal Hostels Limited
Contact Officer	Carla Wills, 0460 111 106



Position Description

<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>Housekeeper</p>	<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

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 Housekeeper	Ability to complete housekeeping and cleaning tasks in a productive and efficient manner.
Essential Qualifications and Training	Housekeeper – Chemical Handling Training through an AHL’s approved supplier (currently Jaysol) (or ability to complete within the first six months of employment).
Desirable Qualifications/Experience	The following qualifications and experience will be highly regarded: Housekeeper <ul style="list-style-type: none"> - Chemical Handling Training All roles <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 and maintain a Working with Children Check (prior to engagement)
- Hold or obtain relevant qualifications.

How to apply

- Complete the **Application Form** available from our website www.ahl.gov.au/work
- Email your current **Resume** and completed **Application Form** to jobs@ahl.gov.au by 11:59pm AEDT on **Wednesday, 09 April 2025**.
- Please include your name and the job reference (**VN2325**) in the subject of your email.

Aboriginal Hostels Limited | Work Pattern

Position	Housekeeper				Position Number	5023				Work Pattern	5023					
Location	Tony Mundine, 5022				Working Hours									Shift Penalties		
DAY	On	Off	On	Off	On	Off	On	Off		Total	30%	50%				
Thursday	9:00	12:00	12:30	15:30						1	6.0000					
Friday	9:00	12:00	12:30	15:30						2	6.0000					
Saturday										3	0.0000					
Sunday										4	0.0000					
Monday	9:00	12:00	12:30	15:30						5	6.0000					
Tuesday	9:00	12:00	12:30	15:30						6	6.0000					
Wednesday	9:00	12:00	12:30	15:30						7	6.0000					
Thursday	9:00	12:00	12:30	15:30						8	6.0000					
Friday	9:00	12:00	12:30	15:30						9	6.0000					
Saturday										10	0.0000					
Sunday										11	0.0000					
Monday	9:00	12:00	12:30	15:30						12	6.0000					
Tuesday	9:00	12:00	12:30	15:30						13	6.0000					
Wednesday	9:00	12:00	12:30	15:30						14	6.0000					
										60.0000	0.0000	0.0000				
Date of Effect	19-Mar-20		Hostel Manager Allowance													
Basic Hours	60.00		Annual Leave													
Shift Penalties 30%	0.00															
Shift Penalties 50%	0.00															
										5058						