



## APS2 Hostel Workers (VN 5421)

### Katherine, NT

**Aboriginal Hostels Limited's (AHL)** purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for Indigenous Australians who need to be away from home to access medical services, education and economic opportunities.

**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.

#### Vacancy Information – VN 5421

<b>Job Title:</b>	Cook Weekend Cook Housekeeper Night Attendant
<b>Classification:</b>	APS Level 2
<b>Job Type:</b>	Ongoing/Non-ongoing, Full-time, Part-time, Casual Non-ongoing will be offered for up to 18 months initially with the possibility of an extension.
<b>Salary:</b>	\$50,975 - \$53,097 pa plus 15.4% superannuation
<b>Benefits:</b>	<p><b>Salary Packaging:</b> Generous salary packaging of up to \$15,900 per FBT year for mortgage, rent or living expenses</p> <p><b>District Allowance:</b> \$5,906 pa without dependants or \$9,556 pa with dependants</p> <p><b>Shift Penalties:</b> Generous shift penalties apply for work after hours, weekends and public holidays.</p>
<b>Position Contact:</b>	Annie Edlington on 02 6212 2086 or applications@ahl.gov.au
<b>Closing Date</b>	18 April 2021



**P.R.O.U.D.**

WE ARE... PROFESSIONAL RESPECTFUL OPEN UNDERSTANDING DEDICATED

## 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.	
<b>1. Customer Service</b>	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.
<b>2. Workplace Safety</b>	<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"><li>• Promptly report workplace hazards, WHS issues including injury or illness to their manager or Health and Safety Representative (HSR) as soon as practicable</li><li>• Report an unsafe, hazardous or emergency situation using AHL's critical incident management framework and procedures</li><li>• Appropriately use equipment or substances provided by AHL and report all asset and property maintenance related matters.</li></ul>
<b>3. General</b>	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.
<b>4. Cook</b>	<p>Undertake routine kitchen tasks including:</p> <ul style="list-style-type: none"><li>• Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation</li><li>• Stock take management - rotate, receive and monitor food and kitchen supplies</li><li>• Ensure the kitchen is cleaned to standard</li><li>• Prepare and clean the dining rooms for residents.</li></ul>
<b>5. Night Attendant</b>	<p>Manage the hostel security at night, including:</p> <ul style="list-style-type: none"><li>• Watch premises to protect property and residents</li><li>• Check entrance and departure of residents, staff and visitors</li><li>• Respond to emergencies</li><li>• Write reports on any incidents which occur during your shift</li><li>• General cleaning duties to keep the hostel clean and tidy for residents.</li><li>• Make rooms ready for cleaning by domestic staff the following day</li><li>• Clean kitchen areas.</li></ul>
<b>6. Housekeeper</b>	<p>Undertake cleaning tasks on a daily basis. This includes:</p> <ul style="list-style-type: none"><li>• Clean and service the hostel to a high standard</li><li>• Make sure there is an adequate supply of cleaning products, linen and other items</li><li>• Check all rooms regularly for repair and maintenance issues, and make sure any issues are reported to the Hostel Manager or Assistant Hostel Manager.</li></ul>

## Skills and Experience Required

Successful candidates will demonstrate:	
1	<p>Commitment to working with Aboriginal and Torres Strait Islander peoples and ability to communicate with Aboriginal and Torres Strait Islander peoples. This will be shown by your ability to:</p> <ul style="list-style-type: none"> <li>• Understand Aboriginal and Torres Strait Islander peoples and cultures;</li> <li>• Identify issues affecting Aboriginal and Torres Strait Islander peoples today; and,</li> <li>• Communicate respectfully.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Strong customer service, with the ability to communicate well and work in a team environment.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Knowledge and/or the ability to learn Work Health and Safety (WHS) processes</li> </ul>
4. Physical Requirements	<ul style="list-style-type: none"> <li>• Hostel Workers need to be in good health, and will need to walk, lift and carry. Hostel Workers work a flexible schedule, and must be able to move continuously. Shift work may apply.</li> </ul>
5. Cook	<ul style="list-style-type: none"> <li>• Experience in meal preparation.</li> <li>• Ability to cook quality food to Australian Food Safety Standards.</li> <li>• Experience in commercial cooking and the ability to manage stock</li> <li>• Good understanding of cleanliness and health standards</li> </ul>
6. Night Attendant	<ul style="list-style-type: none"> <li>• Experience working in security</li> <li>• Ability to make decisions about threats to hostel security and resident safety, and manage emergency situations</li> <li>• Good communication skills, including report writing</li> <li>• Time management skills and the ability to prioritise and complete a variety of tasks</li> <li>• Experience working independently and following policies and procedures</li> <li>• Ability to work at night.</li> </ul>
7. Housekeeper	<ul style="list-style-type: none"> <li>• Ability to complete Housekeeping and cleaning tasks quickly and to a high standard.</li> </ul>
Desirable Qualifications/ Experience	<p>The following qualifications will be highly regarded:</p> <ul style="list-style-type: none"> <li>• Certificate in Food Safety Handling (Cook)</li> <li>• Certificate III or Certificate IV in Commercial Cookery (Cook)</li> <li>• Experience in the Security Services industry (Night Attendant)</li> <li>• Chemical Handling Training (Housekeeper)</li> <li>• Other relevant qualifications or work experience in a similar role</li> <li>• Certificate II in Hospitality</li> </ul>

### Our values:

In AHL we demonstrate P.R.O.U.D values and recruit candidates with these qualities.



## Recruitment Initiatives

AHL vacancies are advertised under various initiatives. When completing an application form, you must select the initiative/s you are applying under, which include:

**Identified positions are open to all members of the community.** Indigenous peoples, and non-Indigenous peoples with a commitment to working with Aboriginal and Torres Strait Islander Peoples are encouraged to apply. Documents pertaining to an applicant's Indigenous heritage are not required.

OR;

**Affirmative Measures positions** (to constitute an Affirmative Measure under subsection 8(1) of the Racial Discrimination Act 1975) are open to Aboriginal and Torres Strait Islander peoples only. To be eligible to apply under the Affirmative Measures initiative, applicants must be of Aboriginal and/or Torres Strait Islander descent; identify as an Aboriginal and/or Torres Strait Islander person; and be accepted by their community as being an Aboriginal and/or Torres Strait Islander person. Successful applicants may be asked to provide documents pertaining to their Indigenous heritage.

Further, **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>

## To be eligible for engagement and to maintain employment, applicants must:

- Provide evidence of Australian Citizenship;
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain the relevant mandatory qualification/s
- Satisfactorily complete a Probation period.

## How to apply

1. Complete the **Application Form** available from our website [www.ahl.gov.au/employment](http://www.ahl.gov.au/employment) and be sure to complete the one page pitch outlining your relevant skills and experience.
2. Email your CV and completed Application Form to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) by 11:59PM AEDT on the closing date, **18 April 2021**.
3. Please include your name and the position title in the subject of your email.