



# Hostel Workers (Affirmative Measure)

## Cook/Kitchenhand | Night Attendant | Housekeeper

### Darwin, Northern Territory.

**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.

### Vacancy Information

<b>Job Title:</b>	Hostel Workers – Affirmative Measure 1. Cook/Kitchenhand 2. Night Attendant 3. Housekeeper
<b>Classification:</b>	APS Level 2
<b>Job Type:</b>	Ongoing/Non-ongoing - Full-time, Part-time, Casual  Non-ongoing opportunities may be offered up to 18 months, with the possibility of extension. Ongoing employment may be offered within the first 12 months.
<b>Salary and benefits:</b>	<b>\$49,975 - \$52,056 pa</b> plus 15.4% superannuation and the ability to salary sacrifice up to \$15,900 per FBT year for rent, mortgage or living expenses. + District allowance of \$1,004pa (\$1,996pa with dependants)
<b>Contact Officer</b>	Annie Edlington - 02 6212 2086 or <a href="mailto:applications@ahl.gov.au">applications@ahl.gov.au</a>
<b>Closing Date</b>	1 November 2020

# P.R.O.U.D.

WE ARE... PROFESSIONAL RESPECTFUL OPEN UNDERSTANDING DEDICATED

## Position Description

Duties and Responsibilities	
<b>1. Customer Service</b>	Ensure a high level of customer service is provided to AHL residents at all times in a professional and courteous manner.
<b>2. Workplace Safety</b>	Your safety at work is important and relevant Work Health and Safety (WHS) practices must be followed at all times. This includes the requirement for an employee to: Report workplace hazards and WHS issues Report any unsafe, hazardous or emergency situations Safely use equipment or chemicals provided by AHL and report any maintenance issues
<b>3. General</b>	Hostel Workers are required to work as part of a team. You may be required from time to time perform other duties as directed by the Hostel Manager or Assistant Hostel Manager.
<b>4. Cook</b>	Undertake routine kitchen tasks including: <ul style="list-style-type: none"><li>• Prepare meals using AHL's set menus, meeting Australian Food Safety Standards and other relevant legislation</li><li>• Rotate, receive and monitor food and kitchen supplies</li><li>• Make sure the kitchen is cleaned to standard</li><li>• Prepare and clean the dining rooms for residents.</li></ul>
<b>5. Housekeeper</b>	Undertake cleaning tasks on a daily basis. This includes: <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>
<b>6. Night Attendant</b>	Manage the hostel security at night, including: <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>

## Skills and Experience Required

### Successful candidates will demonstrate:

1	<ul style="list-style-type: none"> <li>• 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:               <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> </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. <b>Physical Requirements</b>	<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. <b>Cook</b>	<ul style="list-style-type: none"> <li>• Experience in meal preparation. 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. <b>Housekeeper</b>	<ul style="list-style-type: none"> <li>• Ability to complete Housekeeping and cleaning tasks quickly and to a high standard.</li> </ul>
7. <b>Night Attendant</b>	<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>
6 <b>Desirable Qualifications/ Experience</b>	<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>• Chemical Handling Training (Housekeeper)</li> <li>• Experience in the Security Services industry (Night Attendant)</li> <li>• Other relevant qualifications or work experience in a similar role (all roles)</li> <li>• Certificate II in Hospitality (all roles).</li> </ul>

## Our values:

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



### To be eligible for this position, applicants must:

- be of Aboriginal and/or Torres Strait Islander descent; and
- identify as an Aboriginal and/or Torres Strait Islander; and
- be accepted by your community as being Aboriginal and/or Torres Strait Islander.
- be an Australian Citizen;
- undergo a Satisfactory National Criminal History Check (prior to engagement);
- hold a valid Working With Children Check (prior to engagement); and
- meet Fitness for Duty requirements (prior to engagement)

### Notes

The filling of this vacancy is intended to constitute an affirmative measure under subsection 8(1) of the *Racial Discrimination Act 1975*.

### How to apply

1. Complete the **Application Form** available from our website [www.ahl.gov.au/employment](http://www.ahl.gov.au/employment)
2. Email your CV and completed Application Form to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) by 11:59PM AEST on the closing date **1 November 2020**.
3. Please include your name and the position title in the subject of your email.