



Hostel Workers (Identified Position)

Cook/Kitchenhand | Night Attendant | Housekeeper

Darwin, Northern Territory.

AHL's 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.

Vacancy Information

Job Title:	Hostel Workers: 1. Cook/Kitchenhand 2. Night Attendant 3. Housekeeper
Classification:	APS Level 2
Job Type:	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.
Salary and benefits:	\$49,975 - \$52,056 pa 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 \$1,004 pa (\$1,996 with dependants)
Contact Officer	Annie Edlington – 02 6212 2086 or applications@ahl.gov.au
Closing Date	1 November 2020

P.R.O.U.D.

WE ARE... PROFESSIONAL RESPECTFUL OPEN UNDERSTANDING DEDICATED

Position Description

Duties and Responsibilities	
1. Customer Service	Ensure a high level of customer service is provided to AHL residents at all times in a professional and courteous manner.
2. Workplace Safety	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
3. General	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.
4. Cook	Undertake routine kitchen tasks including: Prepare meals using AHL's set menus, meeting Australian Food Safety Standards and other relevant legislation Rotate, receive and monitor food and kitchen supplies Make sure the kitchen is cleaned to standard Prepare and clean the dining rooms for residents.
5. Housekeeper	Undertake cleaning tasks on a daily basis. This includes: <ul style="list-style-type: none">• Clean and service the hostel to a high standard• Make sure there is an adequate supply of cleaning products, linen and other items• Check all rooms regularly for repair and maintenance issues, and make sure any issues are reported to the Hostel Manager or Assistant Hostel Manager.
6. Night Attendant	Manage the hostel security at night, including: <ul style="list-style-type: none">• Watch premises to protect property and residents• Check entrance and departure of residents, staff and visitors• Respond to emergencies• Write reports on any incidents which occur during your shift• General cleaning duties to keep the hostel clean and tidy for residents.• Make rooms ready for cleaning by domestic staff the following day• Clean kitchen areas.

Skills and Experience Required

Successful candidates will demonstrate:

1	<ul style="list-style-type: none"> • 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"> • 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"> • Strong customer service, with the ability to communicate well and work in a team environment.
3	<ul style="list-style-type: none"> • Knowledge and/or the ability to learn Work Health and Safety (WHS) processes
4. Physical Requirements	<ul style="list-style-type: none"> • 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.
5. Cook	<ul style="list-style-type: none"> • Experience in meal preparation. Ability to cook quality food to Australian Food Safety Standards. • Experience in commercial cooking and the ability to manage stock • Good understanding of cleanliness and health standards
6. Housekeeper	<ul style="list-style-type: none"> • Ability to complete Housekeeping and cleaning tasks quickly and to a high standard.
7. Night Attendant	<ul style="list-style-type: none"> • Experience working in security • Ability to make decisions about threats to hostel security and resident safety, and manage emergency situations • Good communication skills, including report writing • Time management skills and the ability to prioritise and complete a variety of tasks • Experience working independently and following 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).

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 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

This is an **Identified Position** and **Indigenous Peoples are encouraged to apply. Non-Indigenous jobseekers with a commitment to working with Aboriginal and Torres Strait Islander Peoples may also apply.** The successful applicant will need to show an understanding of Aboriginal and Torres Strait Islander Peoples and display respect at all times towards hostel residents and staff.

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 **Application Form** available from our website www.ahl.gov.au/employment
2. **Email your CV and completed Application Form to 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.