



Cook/Weekend Cook (Identified Positions)

Canon Boggo Pilot Hostel and Jumula Dubbins Hostel Thursday Island, QLD

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

Job Title:	Hostel Worker – Cook Hostel Worker – Weekend Cook
Classification:	APS Level 2
Job Type:	Ongoing/Non-Ongoing – Full Time, Part Time, Casual (on-call only) Non-ongoing opportunities may be offered for up to 18 months initially with the possibility of an extension. Ongoing employment may be offered within the first 12 months.
Salary:	\$49,975 - \$52,056 pa plus 15.4% superannuation
Benefits:	<p>Salary Packaging: Generous salary packaging of up to \$15,900 per FBT year for mortgage, rent or living expenses</p> <p>Shift Penalties: Generous shift penalties apply for work after hours, weekends and public holidays.</p> <p>District Allowance: \$3,685 pa without dependant or \$6,497 with dependant</p>
Reporting to:	Hostel Manager/Assistant Hostel Manager
Position Contact:	application@ahl.gov.au / Laura Richmond 02 6212 2042
Closing Date	Thursday 29 October 2020

P.R.O.U.D.

WE ARE... PROFESSIONAL RESPECTFUL OPEN UNDERSTANDING DEDICATED

Position Information

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.	
1. Customer Service	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.
2. Workplace Safety	<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.
3. General	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.
4. Cook	<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 • Stock take management - rotate, receive and monitor food and kitchen supplies • Ensure the kitchen is cleaned to standard • Prepare and clean the dining rooms for residents.

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"> • 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 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) • 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.



Eligibility for engagement and to maintain employment:

- Hold Australian citizenship
- Hold (and maintain) a Working with Children Check in the relevant state (prior to engagement);
- Undergo a satisfactory National Criminal History Check (prior to engagement)
- Meet fitness for duty requirements (prior to engagement)
- Satisfactorily complete a probation period

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 **29 October 2020.**

Please include your name and the position title in the subject of your email.