



## APS 2 Hostel Workers

### Nhulunbuy Hostel, Darwin NT

**AHL's purpose** is to provide culturally safe, fit-for-purpose, affordable accommodation for First Nations people 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.

**AHL is looking for** a Night Attendant and Cook who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents.

<b>Reference:</b>	VN4623
<b>Job Title:</b>	Night Attendant & Cook
<b>Classification:</b>	APS Level 2
<b>Job Type:</b>	Ongoing and/or Non-ongoing <b>Weekend Cook</b> – Full-time, 75 hours per fortnight <b>Night Attendant</b> – Full-time, 75 hours per fortnight <b>Note:</b> Non-ongoing opportunities may be offered for up to 18 months initially with the possibility of an extension and to establish a Merit Pool to fill any future vacancies that may arise.
<b>Salary:</b>	\$52,893 - \$54,690 pa (pro-rated or part-time) plus 15.4% superannuation
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• <b>Salary packaging</b> - Regular salary packaging options for vehicles, superannuation and laptops etc. PLUS, ability to salary sacrifice <b>\$15,900 per Fringe Benefit Tax year</b> for rent, mortgage or general living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay. This benefit is not ordinarily available in other APS agencies.</li> <li>• <b>Shift Penalties</b> - Generous shift penalties apply for work after hours, weekends and public holidays.</li> <li>• <b>District Allowance</b> - \$3,685 pa without dependants or \$6,497 pa with dependants.</li> </ul>
<b>For Hostel information go to:</b>	<a href="https://www.a hl.gov.au/nhulunbuy-hostel">Nhulunbuy Hostel   Aboriginal Hostels Limited (ahl.gov.au)</a>
<b>Position Contact:</b>	NT Operations Manager – 0477 738 844
<b>Closing Date</b>	11:59PM AEDT on Wednesday 22 March 2023

## Position Description

Duties and Responsibilities	
<b>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>	
<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 and Kitchenhand</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>• Stocktake 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 night security of the hostel in accordance with AHL's policies and relevant legislation, including:</p> <ul style="list-style-type: none"><li>• Maintain the security of premises, monitor premises to preserve order and protect property</li><li>• Monitor and authorise entrance and departure of residents, staff and visitors</li><li>• Respond to emergencies</li></ul> <p>Undertake administrative tasks:</p> <ul style="list-style-type: none"><li>• Maintain data on AHL's online reservation management system</li><li>• Write reports on daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences.</li></ul> <p>Undertake general domestic duties:</p> <ul style="list-style-type: none"><li>• Perform other general cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept clean, tidy and clear for residents.</li><li>• Ensure rooms are ready for housekeeping the following day</li><li>• Clean amenity areas.</li></ul>
<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>	

## Skills and Experience Required

All applicants will be assessed in relation to their ability to perform in accordance with the APS Values and Code of Conduct, the social justice principles of equity and workplace diversity, and occupational health and safety in the workplace.

Successful candidates will demonstrate:

<b>1</b>	In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples.
<b>2</b>	Demonstrated ability to support outcomes for First Nations peoples and the demonstrated ability to communicate sensitively and effectively with First Nations peoples.
<b>3</b>	A strong focus on customer service, with the ability to communicate effectively, and work in a team environment.
<b>4</b>	Knowledge and/or ability to learn Work Health and Safety (WHS) standards within a hospitality and accommodation environment.
<b>5</b> <b>Physical Requirements</b>	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.
<b>6</b> <b>Cook and Kitchenhand</b>	<ul style="list-style-type: none"> <li>• Experience in meal preparation in an industry-based environment, ensuring the safe production of quality food without compromise to Food Safety Standards Australia.</li> <li>• Experience in commercial cookery, and the ability to manage stock rotation while ensuring timely service and hygiene of cooking equipment.</li> <li>• Good understanding of cleanliness and health standards required whilst preparing food at the work station.</li> </ul>
<b>7</b> <b>Night Attendant</b>	<ul style="list-style-type: none"> <li>• Experience working in the security industry</li> <li>• Capacity to make appropriate decisions to manage threats to hostel security and resident safety, and to manage emergency situations effectively</li> <li>• Well-developed communication skills, including report writing</li> <li>• Effective time management skills and the ability to prioritise and complete a variety of security, administration, and domestic/cleaning tasks</li> <li>• Experience in working independently and in accordance with policies and procedures</li> <li>• Ability to work at night.</li> </ul>
<b>Essential Qualifications and Training</b>	<p><b>Cook/Kitchenhand</b> - Food Safety Handling Certificate (or ability to obtain in the first six months of employment)</p> <p><b>Night Attendant</b> - First Aid Certificate; Emergency Warden Training (or ability to obtain in the first six months of employment)</p>
<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>• 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 applicants with these qualities.



## 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, **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: [RecruitAbility | Australian Public Service Commission \(apsc.gov.au\)](https://www.apsc.gov.au/recruitability)

## Successful applicants will need to:

- Provide evidence of Australian Citizenship
- 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 in the NT (prior to engagement)
- Hold a valid Driver Licence
- Hold or obtain the essential qualifications
- Meet all probation period conditions

## How to apply

1. Complete the position **Application Form** available from our website [www.ahl.gov.au/employment](http://www.ahl.gov.au/employment)
2. **Email** your **Application Form** and **Resume** to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) by 11:59PM AEDT on the closing date, **Wednesday 22 March 2023**
3. Please include your name and the vacancy number (**VN4623**) in the subject of your email.

Aboriginal Hostels Limited | Work Pattern

Position	Cook						Position Number	2078		Work Pattern	2078		
Location	Nhulunbuy Hostel (2004)												
DAY	Working Hours								Shift Penalties				
	On	Off	On	Off	On	Off	On	Off	Total	30%	50%		
Thursday									1	0.0000			
Friday									2	0.0000			
Saturday	7:00	9:30	10:30	13:00	15:54	18:24			3	7.5000		7.50	
Sunday	7:00	9:30	10:30	13:00	15:54	18:24			4	7.5000		7.50	
Monday	7:00	9:30	10:30	13:00	15:54	18:24			5	7.5000			
Tuesday	7:00	9:30	10:30	13:00	15:54	18:24			6	7.5000			
Wednesday	7:00	9:30	10:30	13:00	15:54	18:24			7	7.5000			
Thursday	7:00	9:30	10:30	13:00	15:54	18:24			8	7.5000			
Friday	7:00	9:30	10:30	13:00	15:54	18:24			9	7.5000			
Saturday									10	0.0000			
Sunday									11	0.0000			
Monday	7:00	9:30	10:30	13:00	15:54	18:24			12	7.5000			
Tuesday	7:00	9:30	10:30	13:00	15:54	18:24			13	7.5000			
Wednesday	7:00	9:30	10:30	13:00	15:54	18:24			14	7.5000			
										75.0000	0.0000	15.0000	
Date of Effect	19-Mar-20		Hostel Manager Allowance										
Basic Hours	75.00		Annual Leave										
Shift Penalties 30%	0.00												
Shift Penalties 50%	15.00												

Aboriginal Hostels Limited | Work Pattern

Position	Night Attendant						Position Number	2079		Work Pattern	2079		
Location	Nhulunbuy Hostel (2004)												
DAY	Working Hours								Shift Penalties				
	On	Off	On	Off	On	Off	On	Off	Total	30%	50%		
Thursday	20:00	24:00							1	4.0000	4.00		
Friday	1:00	4:30	20:00	24:00					2	7.5000	7.50		
Saturday	1:00	4:30	20:00	24:00					3	7.5000		7.50	
Sunday	1:00	4:30	20:00	24:00					4	7.5000		7.50	
Monday	1:00	4:30	20:00	24:00					5	7.5000	7.50		
Tuesday	1:00	4:30							6	3.5000	3.50		
Wednesday									7	0.0000			
Thursday	20:00	24:00							8	4.0000	4.00		
Friday	1:00	4:30	20:00	24:00					9	7.5000	7.50		
Saturday	1:00	4:30	20:00	24:00					10	7.5000		7.50	
Sunday	1:00	4:30	20:00	24:00					11	7.5000		7.50	
Monday	1:00	4:30	20:00	24:00					12	7.5000	7.50		
Tuesday	1:00	4:30							13	3.5000	3.50		
Wednesday									14	0.0000			
										75.0000	45.0000	30.0000	
Date of Effect	19-Mar-20		Hostel Manager Allowance										
Basic Hours	75.00		Annual Leave										
Shift Penalties 30%	45.00												
Shift Penalties 50%	30.00												