



Australian Government



ABORIGINAL  
HOSTELS LIMITED

## Vacancy Information

**Our purpose** is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities. Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

**A career with AHL** will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people. 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 to our residents.

|                        |  |
|------------------------|--|
| <b>Job Reference</b>   | VN12623  |
| <b>Classification</b>  | APS Level 2  |
| <b>Job Title</b>       | Domestic/Kitchenhand   |
| <b>Employment Type</b> | Ongoing – Part Time, 30 hours per fortnight as per attached Work Pattern   |
| <b>Salary</b>          | \$54,306 – \$54,690 pa (pro-rated for part-time)   |
| <b>Benefits</b>        | <ul style="list-style-type: none"><li>• 15.4% superannuation</li><li>• Generous shift penalties apply for work after hours, weekends and public holidays</li><li>• Regular salary packaging options for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.</li></ul> |
| <b>Location</b>        | Allawah Grove Hostel, WA<br><a href="#">Allawah Grove Hostel   Aboriginal Hostels Limited (ahl.gov.au)</a>   |
| <b>Contact Officer</b> | Nikki Jafari – 0439 000 162  |



## Position Description

|  |   |
|--|---|
| <p>Under the general direction of the Hostel Manager and Assistant Hostel Manager, provide high quality care and support within a residential setting to First Nations students.</p>   |   |
| <p><b>Customer Service</b></p>   | <p>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.</p>  |
| <p><b>Workplace Safety</b></p>   | <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>   |
| <p><b>General</b></p>  | <p>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.</p>   |
| <p><b>Housekeeper/Kitchenhand</b></p>  | <p>Undertake routine housekeeper tasks including:</p> <ul style="list-style-type: none"> <li>• Ensure the hostel is services and cleaned to a high standard.</li> <li>• Ensure the adequate supply of cleaning products, linen and other relevant items are available and stored appropriately.</li> <li>• Ensure all rooms are checked regularly for repair and maintenance requirements, and that appropriate notifications are reported to the Hostel Manager or Assistant Hostel Manager.</li> </ul> <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> |
| <p><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></p> |   |

## Skills and Experience required

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| The successful applicant will demonstrate: |   |
| 1  | In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations people.   |
| 2  | Demonstrated ability to support outcomes for First Nations people and the demonstrated ability to communicate sensitively and effectively with First Nations people.  |
| 3  | A strong focus on customer service, with the ability to communicate effectively, and work in a team environment.  |
| 4  | Knowledge and/or ability to learn Work Health and Safety (WHS) standards within a hospitality and accommodation environment   |
| 5.<br>Physical Requirements                | 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.   |
| 6<br>Housekeeper/Kitchenhand               | <ul style="list-style-type: none"> <li>• Ability to complete housekeeping and cleaning tasks in a productive and efficient manner.</li> <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 hygiene of cooking equipment.</li> <li>• Good understanding of cleanliness and health standards required whilst preparing food at the work station.</li> </ul> |
| Essential Qualifications and Training      | <p><b>Housekeeper-</b> Chemical Handling Training through an AHL's approved supplier (currently Jaysol) or ability to complete within the first six months of employment).</p> <p><b>Kitchenhand –</b> Food Safety Handling Certificate (or ability to obtain in the first six months of employment).</p>   |
| Desirable Qualifications/Experience        | <p>The following qualifications will be highly regarded:</p> <ul style="list-style-type: none"> <li>• Certificate III or Certificate IV in Commercial Cookery (Cook)</li> <li>• Other relevant qualifications or work experience in a similar role (all roles)</li> <li>• Certificate II in Hospitality (all roles).</li> </ul>   |

## 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, the **RecruitAbility** scheme applies to this vacancy. Under the RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position. For more information on the RecruitAbility scheme please follow this link: [APSC Recruitability scheme guide applicants](#).

## Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications.

## How to apply

- Complete the **Application Form** available from our website [www.ahl.gov.au/employment](http://www.ahl.gov.au/employment)
- Email your current **Resume** and completed **Application Form** to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) by 11:59pm AEST on **Wednesday 20 September 2023**.
- Please include your name and the job reference (VN12623) in the subject of your email.

**Aboriginal Hostels Limited | Work Pattern**

|                     |                             |       |                          |       |                        |      |    |     |                        |                     |                |      |
|---------------------|-----------------------------|-------|--------------------------|-------|------------------------|------|----|-----|------------------------|---------------------|----------------|------|
| <b>Position</b>     | Housekeeper/Kitchenhand     |       |                          |       | <b>Position Number</b> | 1211 |    |     |                        | <b>Work Pattern</b> | 1211           |      |
| <b>Location</b>     | Allawah Grove Hostel (1003) |       |                          |       |                        |      |    |     |                        |                     |                |      |
| <b>DAY</b>          | <b>Working Hours</b>        |       |                          |       |                        |      |    |     | <b>Shift Penalties</b> |                     |                |      |
|                     | On                          | Off   | On                       | Off   | On                     | Off  | On | Off | Total                  | 30%                 | 50%            |      |
| Thursday            |                             |       |                          |       |                        |      |    |     | 1                      | 0.0000              |                |      |
| Friday              |                             |       |                          |       |                        |      |    |     | 2                      | 0.0000              |                |      |
| Saturday            | 9:30                        | 13:00 | 14:00                    | 18:00 |                        |      |    |     | 3                      | 7.5000              |                | 7.50 |
| Sunday              | 9:30                        | 13:00 | 14:00                    | 18:00 |                        |      |    |     | 4                      | 7.5000              |                | 7.50 |
| Monday              |                             |       |                          |       |                        |      |    |     | 5                      | 0.0000              |                |      |
| Tuesday             |                             |       |                          |       |                        |      |    |     | 6                      | 0.0000              |                |      |
| Wednesday           |                             |       |                          |       |                        |      |    |     | 7                      | 0.0000              |                |      |
| Thursday            |                             |       |                          |       |                        |      |    |     | 8                      | 0.0000              |                |      |
| Friday              |                             |       |                          |       |                        |      |    |     | 9                      | 0.0000              |                |      |
| Saturday            | 9:30                        | 13:00 | 14:00                    | 18:00 |                        |      |    |     | 10                     | 7.5000              |                | 7.50 |
| Sunday              | 9:30                        | 13:00 | 14:00                    | 18:00 |                        |      |    |     | 11                     | 7.5000              |                | 7.50 |
| Monday              |                             |       |                          |       |                        |      |    |     | 12                     | 0.0000              |                |      |
| Tuesday             |                             |       |                          |       |                        |      |    |     | 13                     | 0.0000              |                |      |
| Wednesday           |                             |       |                          |       |                        |      |    |     | 14                     | 0.0000              |                |      |
|                     |                             |       |                          |       |                        |      |    |     | <b>30.0000</b>         | <b>0.0000</b>       | <b>30.0000</b> |      |
| Date of Effect      | 17-Aug-23                   |       | Hostel Manager Allowance |       | Nil                    |      |    |     |                        |                     |                |      |
| Basic Hours         | 30.00                       |       | Annual Leave             |       |                        |      |    |     |                        |                     |                |      |
| Shift Penalties 30% | NIL                         |       |                          |       |                        |      |    |     |                        |                     |                |      |
| Shift Penalties 50% | 30.00                       |       |                          |       |                        |      |    |     |                        |                     |                |      |