



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.

Job Reference	VN12723
Classification	APS Level 2
Job Title	Hostel Workers – Cook, Weekend Cook and Kitchenhand
Employment Type	Ongoing/Non-ongoing - Full-time, 75 hours per fortnight, Part-Time, 20/30 hours per fortnight and Casual (on call only)
Salary	\$54,306 – \$54,690 pa (pro-rated for part-time)
Benefits	<ul style="list-style-type: none">• 15.4% superannuation• Generous shift penalties apply for work after hours, weekends and public holidays• District Allowance of \$1,004 pa without dependants, of \$1,996 with dependants.• 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.
Location	Darwin, NT Hostels Directory Aboriginal Hostels Limited (ahl.gov.au)
Contact Officer	Dahlia Kopp – (08) 7904 0240



Position Description

Under the general direction of the Hostel Manager/Assistant Hostel Manager, provide high quality care and support within a residential setting to First Nations students.	
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.
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.
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.
Cook, Kitchenhand and Weekend 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 • Stocktake management – rotate, receive and monitor food and kitchen supplies • Ensure the kitchen is cleaned to standard • Prepare and clean the dining rooms for residents.
<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

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 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 Cook, Weekend Cook & Kitchenhand	<ul style="list-style-type: none"> • Experience in meal preparation in an industry-based environment, ensuring the safe production of quality food without compromise to Food Safety Standards Australia. • Experience in commercial cookery, and the ability to manage stock rotation while ensuring timely service and hygiene of cooking equipment. • Good understanding of cleanliness and health standards required whilst preparing food at the work station.
Essential Qualifications and Training	Cook, Weekend Cook & Kitchenhand – Food Safety Handling Certificate (or ability to obtain in the first six months of employment).
Desirable Qualifications/Experience	<p>The following qualifications will be highly regarded:</p> <ul style="list-style-type: none"> • Certificate II Food Safety Handling • Certificate III or Certificate IV in Commercial Cookery • Other relevant qualifications or work experience in a similar role (all roles) • Certificate II in Hospitality (all roles).

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 and maintain a Working with Children Check in NT (prior to engagement)
- Hold or obtain relevant qualifications.

How to apply

- Complete the **Application Form** available from our website www.ahl.gov.au/employment
- Email your current **Resume** and completed **Application Form** to applications@ahl.gov.au by 11:59pm AEST on **Wednesday 27 September 2023**.
- Please include your name and the job reference (VN12723) in the subject of your email.

Aboriginal Hostels Limited | Work Pattern

Position	Cook						Position Number	2166		Work Pattern	2166		
Location	Daisy Yarmirr Hostel (2082)												
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	9:46	11:00	13:00	16:10	18:54			3	7.5000		7.50	
Sunday	7:00	9:46	11:00	13:00	16:10	18:54			4	7.5000		7.50	
Monday	7:00	9:46	11:00	13:00	16:10	18:54			5	7.5000			
Tuesday	7:00	9:46	11:00	13:00	16:10	18:54			6	7.5000			
Wednesday	7:00	9:46	11:00	13:00	16:10	18:54			7	7.5000			
Thursday	7:00	9:46	11:00	13:00	16:10	18:54			8	7.5000			
Friday	7:00	9:46	11:00	13:00	16:10	18:54			9	7.5000			
Saturday									10	0.0000			
Sunday									11	0.0000			
Monday	7:00	9:46	11:00	13:00	16:10	18:54			12	7.5000			
Tuesday	7:00	9:46	11:00	13:00	16:10	18:54			13	7.5000			
Wednesday	7:00	9:46	11:00	13:00	16:10	18:54			14	7.5000			
										75.0000	0.0000	15.0000	
Date of Effect	19-Mar-20		Hostel Manager Allowance		N/A								
Basic Hours	75.00		Annual Leave		5 Weeks (If worked 10 Sundays)								
Shift Penalties 30%	NIL												
Shift Penalties 50%	15.00												

Aboriginal Hostels Limited | Work Pattern

Position	Weekend Cook								Position Number	2089		Work Pattern	2089	
Location	Nagandji Nagandji-Ba Hostel (2009)													
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	10:30	13:00	16:00	18:30					3	5.0000		5.00		
Sunday	10:30	13:00	16:00	18:30					4	5.0000		5.00		
Monday									5	0.0000				
Tuesday									6	0.0000				
Wednesday									7	0.0000				
Thursday									8	0.0000				
Friday									9	0.0000				
Saturday	10:30	13:00	16:00	18:30					10	5.0000		5.00		
Sunday	10:30	13:00	16:00	18:30					11	5.0000		5.00		
Monday									12	0.0000				
Tuesday									13	0.0000				
Wednesday									14	0.0000				
									20.0000	0.0000	20.0000			
Date of Effect	19-Mar-20		Hostel Manager Allowance											
Basic Hours	20.00		Annual Leave											
Shift Penalties 30%	NIL													
Shift Penalties 50%	20.00													

Aboriginal Hostels Limited | Work Pattern

Position	Relief Cook/Kitchenhand						Position Number	2196		Work Pattern	2196		
Location	Daisy Yarmirr Hostel (2082)												
DAY	Working Hours								Shift Penalties				
	On	Off	On	Off	On	Off	On	Off	Total	30%	50%		
Thursday	7:00	10:00	11:00	13:00	16:00	18:30			1	7.5000			
Friday	7:00	10:00	11:00	13:00	16:00	18:30			2	7.5000			
Saturday									3	0.0000			
Sunday									4	0.0000			
Monday									5	0.0000			
Tuesday									6	0.0000			
Wednesday									7	0.0000			
Thursday									8	0.0000			
Friday									9	0.0000			
Saturday	7:00	10:00	11:00	13:00	16:00	18:30			10	7.5000		7.50	
Sunday	7:00	10:00	11:00	13:00	16:00	18:30			11	7.5000		7.50	
Monday									12	0.0000			
Tuesday									13	0.0000			
Wednesday									14	0.0000			
										30.0000	0.0000	15.0000	
Date of Effect	22-Jul-21		Hostel Manager Allowance		N/A								
Basic Hours	75.00		Annual Leave										
Shift Penalties 30%	NIL												
Shift Penalties 50%	15.00												