Australian Government | ABORIGINAL HOSTELS LIMITED

Vacancy information

Our purpose:

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 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:

We 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.

Classification	APS Level 2
Employment Type	Ongoing, Non-Ongoing and Casual positions (multiple) A Merit Pool will also be established to fill any future vacancies that may arise within 18 months
Positions available	Hostel Workers - Night Attendant | Cook | Housekeeper | Kitchenhand
Salary	$59,520 - $64,877 per annum plus 15.4% superannuation Some positions are eligible for loading and allowances
Location	Queensland Region • Cannon Boggo - Thursday Island • Jumula Dubbins - Thursday Island • Iris Clay – Townsville • Tonky Logan - Townsville • Kabalulumana - Mount Isa • Kuiyam - Cairns
Contact	Recruitment@ahl.gov.au

	Please note: recruitment will shut down from 24 December until 2 January 2025. Any enquiries sent during this period will be responded to by 5 January 2025.

AHL is looking for Cooks, Kitchenhands, Night Attendants and Housekeepers for the QLD region who are highly motivated, energetic and enthusiastic about delivering quality services to our residents.

Under the general direction of the Hostel Manager, all hostel worker positions will provide high quality care and support within a residential setting for First Nations people.

NIGHT ATTENDANT

The Night Attendant position will assist with the monitoring of the night security of the hostel in accordance with AHL's policies and procedures.

Duties include but not limited to:

- Monitor premises to preserve order and protect property.
- Oversee and record entry/exit of residents, staff and visitors.
- Report and assist in escalating emergencies following established procedures.

Administrative tasks:

- Enter and maintain data on AHL's online reservation system.
- Record daily activities and note irregularities, eg. equipment or property damage, theft, unauthorised persons, or unusual occurrences) using established templates.

General domestic duties:

- Carry out cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept tidy.
- Prepare rooms for housekeeping the following day.

COOK

The Cook position will assist with the preparation of meals and day-to-day operation of the kitchen in accordance with food standards and relevant legislation.

Duties include but not limited to:

- Preparing and serving meals for residents.
- Receiving, rotating and storing food and kitchen supplies.
- Assisting with stock management.
- Maintaining a clean and safe kitchen environment.
- Preparing and cleaning the dining room for all residents.

HOUSEKEEPER

The Housekeeper position will assist with maintaining a clean, safe and welcoming environment for residents and staff in accordance with organisational standards and relevant legislation.

Duties include but are not limited to:

- Undertaking daily cleaning tasks throughout the hostel, including resident rooms, common and service areas.
- Ensure cleaning is performed to a high standard and maintaining hygiene requirements.
- Monitoring and maintaining an adequate supply of cleaning products and equipment.

• Inspecting rooms and facilities regularly for maintenance requirements and reporting issues to the Hostel Manager or Assistant Hostel Manager. • Supporting the hostel team with general housekeeping and ad hoc cleaning tasks as required.	
All positions will include the following areas:	
Customer Service	Provide courteous and professional customer service to residents, responding to requests in line with procedures.
Workplace Safety	All workplace tasks will be performed in a manner which upholds AHL's commitment to safety of its staff and residents by always adhering to relevant Work Health and Safety (WHS) practices. This includes the requirement for an employee to: • Carry out tasks in line with AHL's WHS requirements. • Promptly report workplace hazards, injuries, illness or unsafe situations to the manager or Health and Safety Representative (HSR). • Report an unsafe, hazardous or emergency situations using AHL's incident management framework and procedures • Use equipment appropriately and report any maintenance issues.
General	Work as part of a team and undertake the duties specified for the position you apply for. At times, you may be required to perform other duties as directed by the Hostel Manager or Assistant Hostel Manager.

Skills and Experience required:	
Night Attendant position	• Understanding of Aboriginal and Torres Strait Islander cultures and the ability to communicate respectfully and effectively. • An ability to deliver quality customer service while contributing positively to a team environment. • Demonstrated knowledge of or ability to quickly learn Work Health and Safety (WHS) standards relevant to hospitality and accommodation environments. • Experience working within the security industry with an ability to make decisions. • Proven ability to effectively manage time and prioritise a variety of competing tasks.
Cook position	• Understanding of Aboriginal and Torres Strait Islander cultures and the ability to communicate respectfully and effectively. • An ability to deliver quality customer service while contributing positively to a team environment. • Demonstrated knowledge of or ability to quickly learn Work Health and Safety (WHS) standards relevant to hospitality and accommodation environments. • Demonstrated ability to prepare meals in a commercial environment while maintaining food quality and compliance with food safety standards. • Proven ability to manage stock rotation, workflow and equipment hygiene to ensure timely and efficient service.

	• Ability to apply health, hygiene and cleanliness standards consistently in food preparation activities.
Housekeeper position	• Understanding of Aboriginal and Torres Strait Islander cultures and the ability to communicate respectfully and effectively. • An ability to deliver quality customer service while contributing positively to a team environment. • Demonstrated knowledge of or ability to quickly learn Work Health and Safety (WHS) standards relevant to hospitality and accommodation environments. • Ability to complete housekeeping and cleaning tasks in a productive and efficient manner while maintaining attention to detail. • Demonstrated knowledge of cleaning procedures, use of cleaning equipment and safe handling of chemicals to maintain a hygienic environment. • Ability to prioritise tasks and manage time effectively to meet daily workload.

Essential Qualifications and Training

Night Attendant

- First Aid Certificate
- Emergency Warden Training (or ability to obtain in the first six months of employment)

Cook

- Food Safety Handling Certificate (or ability to obtain in the first six months of employment).

Housekeeper

- Chemical Handling Training through an AHL's approved supplier (currently Jaysol) (or ability to complete within the first six months of employment).

Recruitment Initiatives

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.

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).
- Hold and maintain Working with Children Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement).
- All Hostel Workers are required to be in good physical health, and will be required to

walk, lift and carry due to the nature of the positions. These positions work a flexible schedule and must be able to move continuously during working hours. Shift work may apply.

- Hold or obtain relevant qualifications.

How to apply

- Complete the **Application Form** available here Work with us | Aboriginal Hostels Limited
- Email your current **Resume** and the **completed Application Form** to jobs@ahl.gov.au before 11:59pm AEST on *Monday 26 January 2026*
- Please include your name and the job reference (VN-0765864) in the subject of your email.