



(Affirmative Measures – First Nations)

Please note: The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the Racial Discrimination Act 1975. It is open to First Nations candidates only.

Vacancy Information

Position Titles	APS Level 2 Cook & Weekend Cook
Reporting To	Assistant Hostel Manager and Hostel Manager
Location	Mackay Hostel, Mackay QLD - Mackay Hostel Aboriginal Hostels Limited
Vacancy Type	Cook - Ongoing - Full-time (75 hours per fortnight) Weekend Cook – Part-time (30 hours per fortnight) We are also looking to establish a Merit Pool to fill any future vacancies that may arise for Ongoing, Non-Ongoing, Full-time or Part-time positions.
Salary Range	\$62,775 - \$68,425 Note: the base salary is the default rate, however salary maintenance for Section 26 transfers, or an above-base pay point (commensurate with the skills and experience) may be considered for the successful candidate. Explore our Enterprise Agreement (2024-2027) here.
Benefits	15.4% superannuation. - Generous shift penalties applies for worked public holidays. - 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.
Contact	Jackson Beckley – 0437 767 985 A/g Operations Manager
Closing Date	Wednesday 16 September 2026



About AHL

AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. AHL's vision is to improve the quality of life and economic opportunities for First Nations people. – since 1973, AHL has been committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia.

About the roles

AHL requires a Cook and a Weekend Cook for our Mackay Hostel who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents. Under the general direction of the Hostel Manager, the Cook and Weekend Cook will provide high-quality care and support within a residential setting for First Nations people.

Working at AHL means being part of a supportive team where the work is practical, people-focused and meaningful. The small things you do each day matter!

The Cook takes full ownership of comprehensive kitchen operations, menu implementation, kitchen safety, and cleanliness **Monday to Friday**.

The Weekend Cook takes full ownership of comprehensive kitchen operations, menu implementation, kitchen safety, and cleanliness **Saturday and Sunday**.

What are we looking for

We are looking for people who are:

- passionate about supporting First Nations communities;
- value respect and cultural safety;
- team players and strong communicators;
- reliable and take pride in practical work;
- able to follow policies, procedures and instructions; and
- willing to contribute to a welcoming, clean and comfortable environment for residents.

AHL is looking for people with backgrounds in hospitality, cooking, customer service roles as well as those new or returning to the workforce.

If this sounds like you, we encourage you to apply by visiting the AHL website www.ahl.gov.au/work

Key Responsibilities

Under the general direction of the Hostel Manager/Assistant Hostel Manager, provide high-quality care and support within a residential setting to First Nations people.	
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	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: • 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, Kitchenhand or Housekeeping 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	Undertake routine kitchen tasks including: • 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.
<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>	

Key Capabilities

The successful applicant will demonstrate:	
1	Cultural capabilities and the ability to communicate sensitively and effectively.
2	A strong focus on customer service, with the ability to communicate effectively, and work in a team environment.
3	Knowledge and/or ability to learn Work Health and Safety (WHS) standards within a hospitality and accommodation environment.
5 Cook	Prepare meals and maintain safe food practices.
Essential Qualifications and Training <i>(or the ability to obtain in the first six month of employment)</i>	Cook: - Food Safety Handling: Hold or obtain nationally recognised Certificate II Food Safety Handling. - Culinary Supervision: Hold or obtain a Food Safety Supervisor Certificate. All Staff Requirements - Child Safeguarding Certificate (or have the capacity to obtain one immediately upon commencement). - Corporate Compliance: Commitment to completing all ongoing mandatory AHL organisational training modules.
Desirable Qualifications/Experience	The following qualifications will be highly regarded: - Certificate III or Certificate IV in Commercial Cookery. (Cook) - Certificate II in Hospitality. (Cook) - Other relevant qualifications or work experience in a similar role.

Training is provided by AHL where required.

Recruitment Initiatives

This is an affirmative measures process. An affirmative measure allows a particular job in the Australian Public Service to be open only to Aboriginal and/or Torres Strait Islander persons. The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the Racial Discrimination Act 1975. **It is open to First Nations candidates only.**

Evidence of Aboriginal and/or Torres Strait Islander status

Applicants under the Affirmative Measure must meet the three criteria mentioned previously. Successful applicants will be required to provide evidence of Aboriginal and/or Torres Strait Islander status before they are appointed to the role. Suitable evidence of Aboriginal or Torres Strait Islander status may include:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
- a confirmation of Aboriginal and/or Torres Strait Islander status document executed by an Indigenous organisation.

If you are having trouble getting a confirmation, there are a number of resources to assist you:

- Australian Institute of Aboriginal and Torres Strait Islander Studies
- Link-Up
- Office of the Registrar of Indigenous Corporations
- National Aboriginal Community Controlled Health Organisation

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

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

Prior to engagement the successful applicants will be required to:

- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- hold and maintain a working with children check in QLD; and
- meet the fitness for duty requirements.

How to apply

- Upload and complete the application form, available from our website [Work with us | Aboriginal Hostels Limited](#)
- Email your application form and current resume to jobs@ahl.gov.au by 11:59PM AEST, **Sunday 20 September 2026.**
- Include your name and the job reference (VN-0772272) in the subject of your email.