



Position Description

Job Reference	VN-0772439
Position Title	APS 2 Cooks APS 2 Housekeepers APS 2 Night Attendants
Location	Trilby Cooper Hostel, Kalgoorlie WA Trilby Cooper Hostel Aboriginal Hostels Limited
Reporting To	Operations Manager
Employment Type	Ongoing and Non-ongoing (specified term – opportunities may be offered for up to 12 months initially with the possibility of an extension) Full-time (75hrs per fortnight) Casual (on-call, intermittent) The selection process may be used to establish a merit pool and casual pool.
Salary	\$62,775 - \$68,425 per annum (casual hourly rate: \$32.09 - \$34.98 + casual loading)
Contact Officer	Tiangela Cassidy – 0455 910 177
Closing Date	Sunday 20 September 2026

About Aboriginal Hostels Limited (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. 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. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.



About the Role

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!

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

Trilby Cooper Hostel, located in Kalgoorlie WA currently has vacancies for Cooks, Night Attendants and Housekeepers.

Cooks

- Casual vacancies

Housekeepers:

- 2 x Ongoing, Full-time vacancy
- 1 x Casual vacancy

Night Attendants:

- 1 x Ongoing, Full-time vacancy
- 1 x Casual vacancy

Why Join Us?

You will join a team that encourages collaboration to achieve outcomes, problem solving, continuous improvement and requires a high level of integrity. We promote a supportive working environment, with a strong commitment to professional growth, inclusion, and public service values.

Benefits include:

- Generous shift penalties apply for work after hours, weekend and public holidays
- Remote locality allowance
- 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.

About You

We are looking for people who are committed to supporting First Nations peoples and contributing to a safe, respectful and culturally safe environment. 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.

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

Identified Position

This position has direct engagement with Aboriginal and/or Torres Strait Islander peoples, communities and service providers, or is involved in impacting innovates for AHL. You will require a high level of cultural competency, including:

- demonstrated understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples,
- demonstrated high level ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, and
- demonstrated high level capability and commitment to continue to develop cultural competency.

RecruitAbility

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

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At AHL to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

How to Apply

Submit your application through to jobs@ahl.gov.au by **11:59pm AEST on Sunday 20 September 2026.**

As part of your application you will need to provide an application form and the following:

- Your resume (maximum two pages)
- A completed application will require a 'one page pitch' telling us how your skills, knowledge, experience and qualifications make you the best person for the job and to perform at the relevant classification level.

You may also refer to the APSC resource [Cracking the Code](#) for further guidance and assistance on applying for jobs in the Australian Public Service.

Attachment A - Key Responsibilities and Capabilities

Key Responsibilities

In line with APS 2 work level standards, you will be responsible for:

- maintaining a high level of customer service to all residents.
- performing all duties in a manner which upholds AHL's commitment to safety for staff and residents and adhere to Work Health and Safety (WHS) practices as all times.
- assisting the hostel team with general duties as required.
- **Housekeeper** – maintain high-standard housekeeping and cleaning services across all areas of the hostel, ensuring an exceptional level of presentation, hygiene, and comfort for residents.
- **Night Attendant** – manage night security of the hostel in accordance with AHL's policies and relevant legislation.

Key Capabilities

- Cultural capabilities and the ability to communicate sensitively and effectively.
- A strong focus on customer service, with the ability to communicate effectively, and work in a team environment.
- Knowledge and/or ability to learn Work Health and Safety (WHS) standards within a hospitality and accommodation environment.
- **Cook** – prepare and deliver high-quality meal services aligned with AHL set menus and national Food Safety Standards. Manage kitchen inventory and maintain a high standard of presentation and hygienic practices in the dining spaces.
- **Housekeeper** - Clean rooms and maintain shared spaces. Maintain safe chemical handling practices.
- **Night Attendant** - Provide overnight presence and resident support.

Essential Training (or the ability to obtain in the first six months of employment)

- **Cook** – Certificate II Food Safety Handling
- **Housekeeper** – Chemical Handling Training through an AHL's approved supplier (currently Jaysol)
- **Night Attendant** - First Aid Certificate; Emergency Warden Training

Desirable Qualifications/Experiences

- Certificate III or Certificate IV in Commercial Cookery. (Cook)
- Certificate II in Hospitality. (Cook)
- Chemical Handling Training. (Housekeeper)
- Other relevant qualifications or work experience in a similar role.