



Position Description

Affirmative Measure - This vacancy is only open to Aboriginal and/or Torres Strait Islander people.

To be eligible for Affirmative Measure employment with AHL, applicants must:

- be of Aboriginal and/or Torres Strait Islander descent;
- identify as an Aboriginal and/or Torres Strait Islander person; and
- be accepted by their community as being an Aboriginal and/or Torres Strait Islander person.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the *Racial Discrimination Act 1975*. Successful applicant's applying for an Affirmative

Job Reference	VN-0772627
Position Title	APS 2 Cook APS 2 Housekeeper APS 2 Night Attendants APS 4 Assistant Hostel Manager
Location	South Hedland Hostel, WA South Hedland 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 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	APS Level 2 salary range: \$62,775 - \$68,425 per annum (APS 2 casual hourly rate: \$32.09 - \$34.98 + casual loading) APS Level 4 salary range: \$79,125 - \$86,246 per annum (APS 4 casual hourly rate: \$40.45 - \$44.09 + casual loading)
Contact Officer	Tiangela Cassidy – 0455 910 177
Closing Date	Sunday 27 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 Roles

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. South Hedland Hostel has multiple positions available:

Cook:

- 1 x Casual

Housekeeper:

- 1 x Ongoing, Full-time

Night Attendant:

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

Assistant Hostel Manager:

- 1 x Casual

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

Affirmative Measure

This is an Affirmative Measure vacancy which means that Aboriginal and Torres Strait Islander applicants only. The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the Australian Public Service Commissioner's Directions 2016. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. For further information on Affirmative Measure vacancies please follow the link: [Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants | Australian Public Service Commission](#)

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 27 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 (Hostel Workers)

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.
- **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** – 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 meals and maintain safe food practices.
- **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.

Attachment B - Key Responsibilities and Capabilities (Assistant Hostel Manager)

Key Responsibilities

In line with APS 4 work level standards, you will be responsible for:

- supporting daily hostel operations and helping ensure services run smoothly
- providing guidance and support to hostel staff
- helping create a safe, welcoming and culturally appropriate environment for residents
- supporting residents to access services and resources that promote health, wellbeing and independence
- managing guest bookings, payments and related administrative tasks
- assisting with timesheets, facility checks, food service requirements and general hostel duties where required
- helping resolve resident or guest concerns in a professional and respectful way
- supporting cultural activities and events, including days of significance for First Nations peoples
- maintaining privacy and confidentiality of resident and staff information
- always promoting the safety and wellbeing of children and young people in line with AHL's child safeguarding requirements
- supporting safe work practices, emergency procedures and reporting of hazards or incidents.

Key Capabilities

- understanding of, or willingness to learn about, First Nations cultures and ability to communicate respectfully and sensitively with First Nations peoples;
- ability to manage competing priorities and show reliability, professionalism and good judgement;
- commitment to AHL's child safeguarding and work health and safety requirements;
- proficiency in the Microsoft Office suite;
- strong stakeholder engagement skills that will support services for First Nations people;
- provide leadership and guidance to staff and support team performance and development;
- contribute to continuous improvement in hostel operations; and
- confidently make decisions in line with policies and operational requirements.

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

- First Aid Certificate;
- Emergency Warden Training; and
- Food Safety Supervisor Certificate.