



Australian Government

ABORIGINAL
HOSTELS LIMITED

(Identified Position)

Please note: Indigenous jobseekers and non-Indigenous jobseekers with a commitment to working with First Nations peoples are encouraged to apply.

Vacancy Information

Position Titles	APS Level 2 Casual Night Attendants, Cooks/Kitchenhands and Housekeepers
Reporting To	Assistant Hostel Manager and Hostel Manager
Location	Perth Hostels, WA Allawah Grove Hostel Aboriginal Hostels Limited Derbal Bidjar Hostel Aboriginal Hostels Limited
Vacancy Type	Casual (on-call, intermittent) – This selection process will be used to create a casual pool for all Perth, WA hostels.
Salary Range	\$62,775 - \$68,425 Hourly rate: \$32.09 - \$34.98 + casual loading
Benefits	15.4% superannuation. - Generous shift penalties apply 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	Tiangela Cassady – 0431 865 381 (Project Officer)
Closing Date	Tuesday 29 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 two Night Attendants and a Weekend Cook for our Townsville Hostels who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents. Under the general direction of the Hostel Managers, the Night Attendants 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 Night Attendants will assist with the monitoring of the night security of the hostel in accordance with AHL's policies and procedures.

The Cooks/Kitchenhands takes full or shared ownership of comprehensive kitchen operations, menu implementation, kitchen safety, and cleanliness.

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

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 security, 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.
Night Attendant	Manage the night security of the hostel in accordance with AHL's policies and relevant legislation, including: • Maintain the security of premises, monitor premises to preserve order and protect property. • Monitor and authorise entrance and departure of residents, staff and visitors • Respond to emergencies. Undertake administrative tasks: • Maintain data on AHL's online reservation management system. • Write reports on daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences. Undertake general domestic duties: • Perform other general cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept clean, tidy and clear for residents. • Ensure rooms are ready for housekeeping the following day. • Clean amenity areas.

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.
Housekeeper	• 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
<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.
4 Cook	• Preparing and serving meals in accordance with AHL's set menus. • Maintaining compliance with Food Safety Standards and other relevant legislation. • Assisting with food ordering, receive and monitor food and kitchen supplies. • Cleaning and maintaining kitchen and kitchen equipment. • Preparing the dining room for mealtimes and clean up afterwards.

5 Night Attendant	• Experience working in the security industry. • Capacity to make appropriate decisions to manage threats to hostel security and resident safety, and to manage emergency situations effectively. • Well-developed communication skills, including report writing • Effective time management skills and the ability to prioritise and complete a variety of security, administration, and domestic/cleaning tasks. • Experience in working independently and in accordance with policies and procedures. • Ability to work at night. Night Attendants will work overnight, generally 7pm to 7am.
6 Housekeeper	• 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: Hold or obtain nationally recognised Certificate II Food Safety Handling. • Culinary Supervision: Hold or obtain a Food Safety Supervisor Certificate. Housekeeper: • Chemical Handling Training through an AHL's approved supplier (currently Jaysol) (or ability to complete within the first six months of employment). 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 and experience will be highly regarded: Night Attendant: • Experience in Security Services Industry Cook: • Certificate III or Certificate IV in Commercial Cookery. (Cook) • Certificate II in Hospitality. (Cook) Other relevant qualifications or work experience in similar roles.
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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

Eligibility

To be eligible to apply, applicants must be Australian Citizens.

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;
- 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, **Tuesday 29 September 2026.**
- Include your name and the job reference (VN-0772679) in the subject of your email.