



Australian Government

ABORIGINAL  
HOSTELS LIMITED

## (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.*

### Position Description

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services 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 also 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.

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| Job Reference   | VN-0772691                                                                                                                                                                                                                                                                                                                                               |
| Classification  | APS Level 2                                                                                                                                                                                                                                                                                                                                              |
| Job Title       | Hostel Workers (Affirmative Measures)<br><i>Multiple positions available, including Cooks, Weekend Cooks and Housekeepers</i>                                                                                                                                                                                                                            |
| Employment Type | Ongoing, Full-time (75 hours per fortnight)<br>Casual (on-call, intermittent) – This selection process will be used to create a casual pool for all Adelaide, SA hostels.                                                                                                                                                                                |
| Salary          | \$62,775 - \$68,425 per annum<br><br><b>Fulltime</b><br><br>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) <a href="#">here</a> . |



## OFFICIAL

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|                        | <b>Casual</b><br><br>Hourly rate: \$32.09 - \$34.98 + casual loading                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Benefits</b>        | <ul style="list-style-type: none"><li>• 15.4% superannuation</li><li>• Generous shift penalties apply for work after hours, weekends and public holidays</li><li>• Remote locality allowance</li><li>• 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.</li><li>• Career growth and professional development.</li></ul> |
| <b>Location</b>        | <b>Adelaide, SA</b><br><br>Luprina Hostel<br><a href="#">Luprina Hostel   Aboriginal Hostels Limited</a><br><br>Nindee Hostel<br><a href="#">Nindee Hostel   Aboriginal Hostels Limited</a><br><br>Mulgunya Hostel<br><a href="#">Mulgunya Hostel   Aboriginal Hostels Limited</a>                                                                                                                                                                                                                                             |
| <b>Contact Officer</b> | Tiangela Cassady – 0431 865 381                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

### 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.

The current vacancies are located in Adelaide regional locations in South Australia.

Multiple positions available at the following locations:

- **Luprina Hostel**
  - o Cook (full time) x 1 7:30am-6:00pm (Monday - Friday)
- **Nindee Hostel**
  - o Cook (Casual)
  - o Housekeeper (Casual)
- **Mulgunya Hostel**
  - o Cook (Casual)
  - o Housekeeper (Casual)

## 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.

If this sounds like you, we encourage you to apply by visiting the AHL website [www.ahl.gov.au/work](http://www.ahl.gov.au/work)

## Key Responsibilities

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| Under the general direction of the Hostel Manager/Assistant Hostel Manager, provide high-quality care and support within a residential setting to First Nations students. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Customer Service</b>                                                                                                                                                   | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Workplace Safety</b>                                                                                                                                                   | <p>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:</p> <ul style="list-style-type: none"> <li>• Promptly report workplace hazards, WHS issues including injury or illness to their manager or Health and Safety Representative (HSR) as soon as practicable</li> <li>• Report an unsafe, hazardous or emergency situation using AHL's critical incident management framework and procedures</li> <li>• Appropriately use equipment or substances provided by AHL and report all asset and property maintenance related matters.</li> </ul> |
| <b>General</b>                                                                                                                                                            | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Cook/ Kitchenhand</b>                                                                                                                                                  | <p>Undertake routine kitchen tasks including:</p> <ul style="list-style-type: none"> <li>• Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation.</li> <li>• Stocktake management – rotate, receive and monitor food and kitchen supplies.</li> <li>• Ensure the kitchen is cleaned to standard.</li> <li>• Prepare and clean the dining rooms for residents.</li> <li>• Food preparation, ordering and monitoring food and kitchen supplies as required.</li> </ul>                                                                                                                                                                                                                 |

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| <b>Housekeeper</b>                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Undertake cleaning tasks on a daily basis. This includes:</p> <ul style="list-style-type: none"> <li>• Ensure the hostel is serviced and cleaned to a high standard.</li> <li>• Ensure the adequate supply of cleaning products, linen and other relevant items are available and stored appropriately.</li> <li>• Ensure all rooms are checked regularly for repair and maintenance requirements, and that appropriate notifications are reported to the Hostel Manager or Assistant Hostel Manager.</li> </ul> |
| <p><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></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Key Capabilities

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| 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<br>Cook/ Kitchenhand                                                                                          | <p><b>Cook</b> - Prepare meals and maintain safe food practices.</p> <p><b>Kitchenhand</b> – support meal preparation, serving and kitchen and dining cleanliness.</p>                                                                                                                                                                                                |
| 5<br>Housekeeper                                                                                                | Clean rooms and maintain shared spaces. Maintain safe chemical handling practices.                                                                                                                                                                                                                                                                                    |
| Essential Qualifications and Training<br><i>(or the ability to obtain in the first six month of employment)</i> | <p>Aboriginal Hostels Limited offers training on commencement:</p> <ul style="list-style-type: none"> <li>• Certificate II Food Safety Handling (Cook)</li> <li>• Chemical Handling Training. (Housekeeper)</li> </ul>                                                                                                                                                |
| Desirable Qualifications/Experience                                                                             | <p>The following qualifications will be highly regarded:</p> <ul style="list-style-type: none"> <li>• Certificate III or Certificate IV in Commercial Cookery. (Cook)</li> <li>• Food Safety Supervisor Certificate (Cook)</li> <li>• Certificate II in Hospitality. (Cook)</li> <li>• Other relevant qualifications or work experience in a similar role.</li> </ul> |

## 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.**

Prior to engagement, the successful applicant 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.

*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

- Complete the **Application Form** available from our website [www.ahl.gov.au/work](http://www.ahl.gov.au/work)
- Email your current **Resume** and completed **Application Form** to [jobs@ahl.gov.au](mailto:jobs@ahl.gov.au) by 11:59pm AEST on **Tuesday 29 September 2026**.
- Please include your name and the job reference (**VN-0772691**) in the subject of your email.