



HOSPITALITY GROUP TRAINING INCORPORATED
Conditions of Employment

FOOD AND BEVERAGE TRAINEESHIP
Certificate 3 in Hospitality (Operations)

I, _____ accept the position of Food and Beverage Trainee

I agree and accept my ongoing traineeship is subject to the following conditions.

1. I am employed by Hospitality Group Training Incorporated. The Host Employer acts as an agent for Hospitality Group Training Inc. for the period of time that I am placed with the Host Employer.
2. I am employed under the provisions of the Hospitality Group Training Inc/ Liquor and Hospitality Miscellaneous Union's Collective Agreement 2007 - 2011. The Collective Agreement arrangements allow for either an 'Award Based' structure or the 'Appendix A – Loaded Rate' option, and their application may change from Host to Host. I accept and agree that it may be necessary to vary between these options during the term of my employment with Hospitality Group Training Inc.
3. A probationary period of 2 calendar months applies. Termination and withdrawal by either party can occur during probation without notice and without reason. Termination pursuant to this clause precludes any remedy for unfair and/ or unlawful dismissal in the State or Federal Industrial Relations Commission.
4. I accept that if special circumstances force a change in employment or placement, Hospitality Group Training Inc. is to be advised and consulted before any change in employment or move can be considered.
5. Perform such duties as directed by Hospitality Group Training Inc. or my Host Employer.
6. I agree to conform to the following dress code standards in the workplace and during training: My uniform will be clean and pressed. When otherwise requested by the Host Employer or Hospitality Group Training, I must wear traditional black trousers or skirt, white shirt or blouse and black leather shoes. Excessive jewellery and/ or piercings are generally not accepted in the front of house environment as it may present hygiene implications.
7. I agree to duly complete my timesheets for attendance in the workplace and nominated training provider, and provide them to Hospitality Group Training by no later than 'close of business' Monday weekly. Incomplete timesheets may affect the amount that I get paid, and may delay payment of wages.
8. I agree to comply with the relevant Occupational, Health, Safety and Welfare (OHS&W) legislation, and have read and understood Hospitality Group Training's OHS&W Policy and Procedures.
9. Accept that rotation may occur from time to time between Host Employers and at the discretion of Hospitality Group Training Inc. and/ or the Host Employer to ensure suitable training and development throughout the period of your Food and Beverage Traineeship.
10. Should I be due to commence a new placement with a new Host Employer, I am require to maintain regular contact with Hospitality Group Training in the weeks leading up to the new placement.
11. I will attend 'off the job' training at the nominated training provider on the days and schedules allocated, and give Hospitality Group Training, the Host Employer and the training provider sufficient notice of any absences or lateness from training sessions. I agree to also make every effort to achieve the competencies as outlined in the qualification Certificate 3 in Hospitality (Operations).



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- 12. I agree to advise Hospitality Group Training and the Host Employer of any Sick Leave prior to your rostered shift start time, or the nominated training provider. A sickness certificate must be provided or payment of any sick leave entitlement will be forfeited.
- 13. All requests for Annual Leave must be approved by the Host Employer and it is not the position of Hospitality Group Training to override the Host's decision. I understand that given the nature of the Hospitality Industry, every employee will be expected to work peak industry days such as Christmas Day, New Years Day, Easter, Public Holidays, Australia Day etc. I also accept that Annual Leave may not be granted on short notice.
- 14. I accept responsibility to find and make suitable transport arrangements to attend work punctually at the Host Employer nominated to me by Hospitality Group Training Inc. Additionally, if my motor vehicle licence is cancelled or suspended, or I am unable to use my vehicle, and I am unable to make alternate transport arrangements, Hospitality Group Training may at its discretion suspend my employment contract until a suitable host placement is found.
- 15. Employees considered to be under the influence of drugs and/ or alcohol will have their employment contract instantly cancelled or withdrawn.
- 16. 'Walking out' from the Host Employer or nominated training provider without prior notification to Hospitality Group Training will not be tolerated and may be considered an abandonment (resignation) of my employment contract with Hospitality Group Training Incorporated.

I have read and understood the Conditions of Employment, and understand that failure to comply with any of these conditions may lead to disciplinary action, and can result in the termination (withdrawal) or suspension of my employment contract with Hospitality Group Training Inc.

Signature of Trainee

Signature of Parent/ Guardian
(for employees under the age of 18)

Name of HGT Representative

Signature of HGT Representative

Date

____/____/____

