



# RESTAURANT EMPLOYEES (STATE) AWARD WAGE SCHEDULE

---

Level 3, 222 Pitt Street Sydney NSW 2000  
PO Box A2178 Sydney South NSW 1235  
Telephone: 02 8267 4365  
Fax: 02 8267 4225

**PAY RATES**

**DATE OF OPERATION:** From the first full pay period to commence on or after 18 August 2003.

In accordance with the State Wage Case 2003 decision of the Industrial Relations Commission of New South Wales, wage rates and allowances appearing in this award have been increased by the appropriate amounts. Details are set out below.

**FULL TIME EMPLOYEES**

<b>GRADE</b>	<b>OLD RATE PER WEEK \$</b>	<b>SWC MAY 2003 ADJUSTMENT \$</b>	<b>NEW RATE PER WEEK \$</b>
1	438.30	17.00	455.30
2	455.30	17.00	472.30
3	480.90	17.00	497.90
4	499.60	17.00	516.60
5	534.00	17.00	551.00
6	574.60	17.00	591.60
7	595.90	17.00	612.90

**PART-TIME EMPLOYEES**

Part-time employees shall be paid an hourly rate equal to the appropriate weekly rate divided by thirty-eight. (Clause 9.2.1)

Terms and conditions of this award applicable to full-time employees shall apply to part-time employees on a pro-rata basis. (Clause 9.2.2)

If a part-time employee is not given at least 7 days notice of a change of rostered hours the employee will be paid an extra 10% for the whole of the period of any affected shift/s (and any overtime or other penalty payments will be calculated on this extra 10%) except where the change of roster has been requested by the employee. (Clause 5.8)

Subject to Clause 11, Overtime and Penalty Payments, if a part-time employee is asked to work extra hours beyond the employee's rostered hours, the employer will pay the employee for the employee's work during that time at the rate that would be paid to a casual employee. (Clause 5.9)

## **CASUAL EMPLOYEES**

Casual employees will be paid for each hour worked  $\frac{1}{38}^{\text{th}}$  of the weekly rate for the grade, which applies, to the employee plus 20%. All overtime and other penalty payments will be calculated on this rate. (Clause 9.3.1)

Casual Employees are also entitled to be paid  $\frac{1}{12}^{\text{th}}$  of the employee's ordinary pay, as defined in the Annual Holidays Act, to pay for the employee's annual holiday entitlement. (Clause 9.3.2)

## **CLASSIFICATION STRUCTURE (CLAUSE 3)**

**GRADE 1** is an employee who is:

- Undertaking up to three months on the job training so as to enable the employee to be employed as a Grade 2 employee; or
- Providing general assistance to employees of a higher grade, not including cooking or direct service to customers, and is primarily engaged in one or more of the following:
  - Cleaning, tidying and setting up of kitchen, food preparation and customer services areas, including the cleaning of equipment, crockery and general utensils;
  - Assembly and preparation of ingredients for cooking;
  - Handling pantry items and linen;
  - Setting and/or wiping down tables, removing food plates, emptying ashtrays and picking up glasses.
  - General cleaning, gardening and labouring tasks.

**GRADE 2** is an employee who is primarily engaged in one or more of the following:

- Heating pre prepared meals and/or preparing simple food items, such as sandwiches, salads and toasted foodstuffs
- Undertaking general waiting duties of both food and/or beverages, including cleaning of restaurant equipment, preparing tables and sideboards, clearing tables, taking customer orders at a table;
- Taking orders by telephone or whilst stationed at a fixed ordered point, serving food and/or beverages to tables;

- Service from a snack bar, buffet or meal counter;
- Receipt of monies, giving change, operation of cash registers, and use of electronic swipe input devices.
- Greeting and seating guests under general supervision.
- Supplying, dispensing or mixing of liquor, including cleaning of bar areas and equipment, preparing the bar for service, taking orders and serving drinks and assisting in the cellar.
- Receiving, storing and distributing goods not involving the extensive use of documents and records.
- Attending a cloakroom.
- Laundry and specialised cleaning duties involving the use of specialised cleaning equipment and/or chemicals.
- Allocated building, maintenance and/or gardening duties.

**GRADE 3** is an employee who is primarily engaged in one or more of the following:

- Preparing and cooking a limited range of basic food items such as breakfasts, grills and snacks.
- Waiting duties of food and/or beverages, including providing assistance in choosing the meal and wines by providing detailed information when required of each item listed on menus, advising customers on the appropriate choices of wine and providing information on wine types and all items on the wine list, taking customer orders, serving food and/or beverages, supervises or undertakes the clearing of tables after and during meals, receipt of monies, taking reservations, greeting and seating guests.
- Preparing and serving a range of drinks, including blended and other cocktails.
- Receiving, storing and distributing goods not involving the control of the store or cellar.
- Security work requiring the holding of an appropriate licence.
- Assisting in the instruction on a one to one basis of employees of a lower grade.

**GRADE 4** is an employee who is primarily engaged in one or more of the following:

- Undertaking general cooking duties, including a la carte cookery, baking, pastry cooking or butchery.
- Full control of a cellar and/or store, including stock control and ordering.
- Designing, preparing and serving a range of sophisticated cocktails and other drinks, or duties performed by a head bar person.
- Performing specialist-waiting duties in a fine dining or otherwise complex restaurant environment, such as those performed by a headwaiter.
- Performing specialist wine waiting and ordering duties.
- Providing basic supervision and instruction to employees of a lower grade.

**GRADE 5** is an employee who has completed an apprenticeship or who has passed the appropriate trade test and who is engaged in any of the following:

- Undertaking cooking, baking, pastry cooking or butchering duties.
- Undertaking general and specialised waiting duties in a restaurant.
- Other trade work appropriate to an employee's trade.

The employer may require the employee to provide proof of any previous service or a trade certificate at the time of commencing employment.

Where it is established that the employee failed to disclose that information when required to do so such service or qualification shall not be taken into account when assessing any later claim on the employer.

**GRADE 6** is an employee who is engaged in supervising, training and co coordinating staff and who is responsible for the maintenance of service and operational standards.

Duties may include preparation of operational reports, development of stock control and security procedures, menu planning, staff rostering and staff recruitment and induction, but an employee at this grade shall not have the right to engage or terminate the services of employees.

**GRADE 7** is an employee who has completed an apprenticeship or has passed the appropriate trade test in cookery, butchery, baking or pastry cooking and has completed appropriate additional training and who is engaged in supervising other trade qualified cooks.

**BROKEN SHIFTS (CLAUSE 5.10)**

Where an employee works a broken shift the employer will pay the employee for not less than 8 hours worked on any one shift. The shift will be spread over not more than 2 periods within a span of not more than 14 hours inclusive of meal breaks. For each broken shift worked, an employee shall be paid an allowance of one half of the hourly ordinary rate of pay payable from time to time to employees at the level 2-work classification.

**PENALTY RATES (CLAUSE 11)**

- Saturday: time and a quarter of the ordinary rate of pay for all ordinary time worked.
- Sunday: time and a half of the ordinary rate of pay for all ordinary time worked, and
- Public Holidays: two and a half times the ordinary rate of pay for all time worked.

**NIGHT SHIFT (CLAUSE 11.2)**

If the employee works more than half of a regular shift on any day between midnight and 6.00 a.m. (called a night shift), the employer will pay the employee for all time worked on that shift an extra 30% penalty and clauses 11.1.3 and 11.1.5 will not apply to the employee. This penalty is not payable for work on Sundays and public holidays, or for overtime work under clause 11.1.1.

**JUNIOR RATES (CLAUSE 13)**

<b>Age</b>	<b>% of adult rate</b>
17 years of age and under	62
18 years of age	70
19 years of age	80
20 years of age	90

**APPRENTICE (CLAUSE 14)**

**Wages**

<b>Four-year apprentice cooks</b>	<b>% of Grade 5</b>
1 <sup>st</sup> year (or equivalent training stage)	46
2 <sup>nd</sup> year (or equivalent training stage)	54
3 <sup>rd</sup> year (or equivalent training stage)	67
4 <sup>th</sup> year (or equivalent training stage)	80

**Tool Allowance**

An apprentice in cooking who provides the employee's own tools shall be paid an allowance of **61 cents** per week. (Clause 14.2)

**LAUNDRY ALLOWANCE (CLAUSE 23.1)**

The employer will launder an employee's special clothing or pay the employee a laundry allowance of:

Special clothing requiring ironing	2.30 per day to a maximum of 6.90 per week
Special clothing not requiring ironing:	1.30 per day to a maximum of 4.00 per week