



Casual employment information

ASB Classic and Heineken Open 2011

Tournament dates:

ASB Classic Monday 3rd January to Saturday 8th January 2011

Heineken Open Monday 10th January to Saturday 15th January 2011

Timing:

All casual employment offered by Austin's at the tennis is done so on an "hours as required" basis. Due to the tournaments variables, there is no guarantee of the quantity of hours which will be provided to any staff member. Working hours will be rostered according to Austin's operational requirements, with fixed starting times and indicative finish times which will be subject to the tournament play and other variables.

There are a number of double sessions during both tournaments where evening games are played. The session start times are pre arranged however the finish times are subject to the length of play and weather conditions. Day sessions will generally start from approx 9:00am and finish between 4:00pm - 7:00pm and evening sessions will generally start from approx 4:30pm and finish between 10:00pm - 11:30pm.

Type of work:

There are two main areas of casual work at the tennis.

Café staff - work in the public cafes serving guests clearing tables etc

Corp box runners - work delivering food and beverages to the corp boxes

There are a number of other positions available, however all positions will be assigned for the duration of the tournaments and at the discretion of the Austin's management.

General expectations:

With between 80 - 100 casual employees being involved with the food and beverage service at these events, it is imperative that all staff can be relied upon to report on time and in correct uniform at the commencement of each shift. It is expected that all employees represent Austin's in an efficient, professional and courteous manner at all times whilst on site.

Availability:

Each year we have more people apply for work at the tennis than we have positions available. Preference will be given to those who offer the greatest availability and or those who have relevant skills and experience.

Minimum age:

The minimum age for this casual employment is 16 years.

Fitness:

A good general level of fitness is required in order to meet the requirements of this work. You will be required to be on your feet for long periods of the day in hot conditions and for the corporate box runners, much of this time is spent walking back and forward.

Uniform:

The uniform will vary between the different assignments, however the majority of positions will be provided with a polo shirt and cap, and will be required to provide their own plain black shorts and comfortable running shoes. Shoes can be any colour and style of running shoe however it is important to realise that you will be on your feet for extended periods of time and comfort is essential. Shoes must be both presentable and clean and as part of our commitment to health and safety, all shoes must be fully enclosed. Sunblock will be available and is highly recommended.

Meals / breaks:

A staff lunch will be provided each day for all staff, however as meal times are our busiest times, staff lunch will be provided from approx 2:00pm. A good breakfast is recommended and you are welcome to bring additional snacks to work if you wish. All eating must be done out of guest view in the staff areas. A staff dinner is also provided on days with evening sessions. Additional breaks will be provided as and when time permits.

Water stations are available for staff and it is recommended that you regularly drink during your shift to avoid dehydration.

Pay rates:

Existing Austin's casual employees will be paid at their standard hourly rate for all hours worked. If you are employed specifically for the tennis you will be paid according to the duties and responsibilities assigned to you. Most positions including the corporate box runners and café workers will be paid \$12.50 per hour plus 8% holiday pay.

All employees will be paid weekly by direct credit. These payments will be processed overnight on Tuesday for the preceding Monday to Sunday pay period.

You will be required to sign on and off with your supervisor at the completion and end of each shift.

Paperwork:

To apply for a casual position with Austin's at the 2011 tennis tournaments you need to complete the attached form and send it to the below address by Sunday 10th October. Please note that availability and experience will be taken into account when assigning jobs.

Austin's Food Design Events
PO Box 8152
Symonds Street
Auckland
Attn: Diane Johnson

You will receive an email response to advise receipt of your application and will be required to attend an interview and training session on Tuesday 15th December, details of which will be forwarded to you by email.

Contact:

If you have any questions regarding this information please ring Diane Johnson on (09) 302 9543, or email: djohnson@austins.co.nz

