

RESTAURANT INDUSTRY AWARD 2010

WAGE INCREASES EFFECTIVE FROM 1 JULY 2013

Wage increases for the Restaurant Industry Award 2010 arising from the Annual Wage Review by the Full Bench of the Fair Work Commission and effective from the first full pay period on or after 1 July 2013.

The Full Bench increased the weekly wages by 2.6% for employees whose work is covered by this award.

These increases can be absorbed into over award payments.

If you need any clarification then please contact John on 0417 552 801 or e-mail on johntamplin@iprimus.com.au.

Classification level of employee	Minimum weekly rate as of 1 July 2013
Introductory level	\$622.20
Level 1 Food and beverage attendant grade 1 Kitchen attendant grade 1	\$640.20
Level 2 Food and beverage attendant grade 2 Cook grade 1 Kitchen attendant grade 2 Clerical grade 1 Storeperson grade 1 Door person/security officer grade 1	\$664.80
Level 3 Food and beverage attendant grade 3 Cook grade 2 Kitchen attendant grade 3 Clerical grade 2 Storeperson grade 2 Timekeeper/security officer grade 2 Handyperson	\$687.60
Level 4 Food and beverage attendant grade 4 (tradesperson) Cook grade 3 (tradesperson) Clerical grade 3 Storeperson grade 3	\$724.50

Level 5 Food and beverage supervisor Cook grade 4 (tradesperson) Clerical supervisor	\$769.90
Level 6 Cook grade 5 (tradesperson)	\$790.50

Classification Structure and Definitions

A.1 Introductory level

Introductory level means a worker who enters the industry and is unable to meet the competency requirements of Level 1. Such an employee will remain in this level for a maximum of three months. Provided that an additional three months may be served at this level by mutual agreement between the employer and the employee.

Further, if any disagreement arises from this provision it will be determined in accordance with clause **Error! Reference source not found.—Error! Reference source not found..**

A.2 Food and beverage

A.2.1 **Food and beverage attendant grade 1** means an employee who is engaged in any of the following:

- (a) picking up glasses;
- (b) general assistance to food and beverage attendants of a higher grade not including service to customers;
- (c) removing food plates;
- (d) setting and/or wiping down tables; and
- (e) cleaning and tidying of associated areas.

A.2.2 **Food and beverage attendant grade 2** means an employee who has not achieved the appropriate level of training and who is engaged in any of the following:

- (a) supplying, dispensing or mixing of liquor;
- (b) assisting in the cellar;
- (c) undertaking general waiting duties of both food and/or beverage including cleaning of tables;
- (d) receipt of monies;
- (e) attending a snack bar; and
- (f) delivery duties.

A.2.3 **Food and beverage attendant grade 3** means an employee who has the appropriate level of training and is engaged in any of the following:

- (a) supplying, dispensing or mixing of liquor;
- (b) assisting in the cellar;
- (c) undertaking general waiting duties of both food and liquor including cleaning of tables;
- (d) receipt of monies;
- (e) assisting in the training and supervision of food and beverage attendants of a lower grade;
- (f) delivery duties; and
- (g) taking reservations, greeting and seating guests.

A.2.4 **Food and beverage attendant grade 4 (tradesperson)** means an employee who has the appropriate level of training and who carries out specialised skilled duties in a fine dining room or restaurant.

A.2.5 **Food and beverage supervisor** means an employee who has the appropriate level of training including a supervisory course and who has the responsibility for supervision, training and co-ordination of food and beverage staff, or stock control for a bar or series of bars.

A.3 Kitchen

A.3.1 **Kitchen attendant grade 1** means an employee engaged in any of the following:

- (a) general cleaning duties within a kitchen or food preparation area and scullery, including the cleaning of cooking and general utensils used in a kitchen and restaurant;
- (b) assisting employees who are cooking;
- (c) assembly and preparation of ingredients for cooking; and
- (d) general pantry duties.

A.3.2 **Kitchen attendant grade 2** means an employee who has the appropriate level of training, and who is engaged in specialised non-cooking duties in a kitchen or food preparation area, or supervision of kitchen attendants.

A.3.3 **Kitchen attendant grade 3** means an employee who has the appropriate level of training including a supervisory course, and has the responsibility for the supervision, training and co-ordination of kitchen attendants of a lower grade.

A.3.4 **Cook grade 1** means an employee who carries out cooking of breakfasts and snacks, baking, pastry cooking or butchering.

- A.3.5 **Cook grade 2** means an employee who has the appropriate level of training and who performs cooking duties such as baking, pastry cooking or butchering.
- A.3.6 **Cook grade 3 (tradesperson)** means a commi chef or equivalent who has completed an apprenticeship or who has passed the appropriate trade test or who has the appropriate level of training, and who is engaged in cooking, baking, pastry cooking or butchering duties.
- A.3.7 **Cook grade 4 (tradesperson)** means a demi chef or equivalent who has completed an apprenticeship or who has passed the appropriate trade test or who has the appropriate level of training and who is engaged to perform general or specialised cooking, butchering, baking or pastry cooking duties and/or supervises and trains other cooks and kitchen employees.
- A.3.8 **Cook grade 5 (tradesperson)** means a chef de partie or equivalent who has completed an apprenticeship or has passed the appropriate trade test or who has the appropriate level of training in cooking, butchering or pastry cooking and who performs any of the following:
- (a) general and specialised duties including supervision or training of other kitchen staff;
 - (b) ordering and stock control; and
 - (c) solely responsible for other cooks and other kitchen employees in a single kitchen establishment.

A.4 Administrative and general

- A.4.1 **Clerical grade 1** means an employee who is required to perform basic clerical and routine office duties such as collating, filing, photocopying, and delivering messages.
- A.4.2 **Clerical grade 2** means an employee who is engaged in general clerical or office duties, such as typing, filing, basic data entry and calculating functions.
- A.4.3 **Clerical grade 3** means an employee who has the appropriate level of training and who performs any of the following:
- (a) operates adding machines, switchboard, paging system and calculator;
 - (b) uses knowledge of keyboard and function keys to enter and retrieve data through computer terminal;
 - (c) copy types at 25 words per minute with 98% accuracy;
 - (d) maintains mail register and records;
 - (e) maintains established paper-based filing/records systems in accordance with set procedures including creating and indexing new files, distributing files within the organisation as requested, monitoring file locations;

- (f) transcribes information into records, completes forms, takes telephone messages;
- (g) acquires and applies a working knowledge of office or sectional operating procedures and requirements;
- (h) acquires and applies a working knowledge of the organisation's structure and personnel in order to deal with inquiries at first instance, locates appropriate staff in different sections, relays internal information, responds to or redirects inquiries, greets visitors;
- (i) keeps appropriate records; and
- (j) sorts, processes and records original source financial documents (e.g. invoices, cheques, correspondence) on a daily basis, maintains and records petty cash; prepares bank deposits and withdrawal and does banking,

and who has the appropriate level of training and also performs any of the following:

- (k) operates computerised radio telephone equipment, micro/personal computer, printing devices attached to personal computer, dictaphone equipment;
- (l) produces documents and correspondence using knowledge of standard formats, touch types at 40 words per minute with 98% accuracy, audio types;
- (m) uses one or more software application package(s) developed for a micro/personal computer to operate and populate a database, spreadsheet/worksheet to achieve a desired result; graph previously prepared spreadsheet; use simple menu utilities of personal computer;
- (n) follows standard procedures or template for the preceding functions using existing models/fields of information. Creates and maintains and generates simple reports;
- (o) uses a central computer resource to an equivalent standard;
- (p) uses one or more software packages to create, format, edit, proof read, spell check, correct, print and save text documents, e.g. standard correspondence and business;
- (q) takes shorthand notes at 70 wpm and transcribed with 95% accuracy;
- (r) arranges travel bookings and itineraries, makes appointments, screens telephone calls, follows visitors protocol procedures, establishes telephone contact on behalf of executive;
- (s) applies a working knowledge of the organisation's products/services, functions, locations and clients;
- (t) responds to and acts upon most internal/external inquiries in own function area;

- (u) uses and maintains a computer-based record management system to identify, access and extract information from internal sources, maintains circulation, indexing and filing systems for publications, reviews files, closes files, archives files; and
- (v) maintains financial records and journals, collects and prepares time and wage records, prepares accounts queries from debtors, posts transactions to ledger.

A.4.4 **Clerical supervisor** means an employee who has the appropriate level of training including a supervisory course and who co-ordinates other clerical staff.

A.5 Stores

A.5.1 **Storeperson grade 1** means an employee who receives and stores general and perishable goods and cleans the store area.

A.5.2 **Storeperson grade 2** means an employee who, in addition to the duties for a storeperson grade 1, may also operate mechanical lifting equipment such as a fork-lift and/or who may perform duties of more complex nature.

A.5.3 **Storeperson grade 3** means an employee who has the appropriate level of training and who:

- (a) implements quality control techniques and procedures;
- (b) understands and is responsible for a stores/warehouse area or a large section of such an area;
- (c) has a highly developed level of interpersonal and communication skills;
- (d) is able to supervise and provide direction and guidance to other employees including the ability to assist in the provision of on-the-job training and induction;
- (e) exercises discretion within the scope of this grade; and
- (f) may exercise skills attained through the successful completion of an appropriate warehousing certificate,

and may perform indicative tasks at this level such as:

- (g) liaising with management, suppliers and customers with respect to stores operations; detailing and co-ordinating activities of other storepersons and acting in a leading hand capacity for in excess of 10 storepersons;
- (h) maintaining control registers including inventory control and being responsible for preparation and reconciliation of regular reports or stock movements, dispatches, etc.; and
- (i) supervises the receipt and delivery of goods, records, outgoing goods, responsible for the contents of a store.

A.6 Security

- A.6.1 **Doorman/security officer grade 1** means a person who assists in maintenance of dress standards and good order at an establishment.
- A.6.2 **Timekeeper/security officer grade 2** means a person who is responsible for timekeeping of staff, for the security of keys, for the checking in and out of delivery vehicles and/or for the supervision of doorman/security officer grade 1 personnel.

A.7 Handyman

Handyman means a person who is not a tradesperson and whose duties include the performance of routine repair work and maintenance in and about the employer's premises.

Who Can I Contact for More Information and Assistance?

If you would like to discuss any concerns you may have in relation to issues of employment or any other employment related issues you may have, please contact:

John Tamplin

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Maria Loutsopoulos

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Or go to our website at <http://www.johntamplinconsulting.com.au>

If you have been forwarded this email and wish to subscribe, then click [here](#).

Remember to call us if you need some help, we do not normally charge for phone advice.