

SSI Management Services Pty Ltd  
ABN: 53 631 854 727

Level 4 Suite 32  
301 Castlereagh Street  
Haymarket NSW 2000

Date: \_\_\_\_\_

**Private and confidential**

Employee Name: \_\_\_\_\_

EMP Number: \_\_\_\_\_

Tax File Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

BSB Number: \_\_\_\_\_

Superannuation Fund Name: \_\_\_\_\_

Superannuation Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

Dear \_\_\_\_\_

**Letter of Engagement**

I am pleased to offer you employment in the position of Room Attendant/ Houseman/ Supervisor/ Public Area Attendant with us at SSI Management Services Pty Ltd.

**1. Position**

1.1 Your start date will be \_\_\_\_\_

1.2 Your employment will be **Casual**.

1.3 Your duties are set out in the attached position description. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience

**2. Terms and conditions of employment**

2.1 Unless more generous provisions are provided in this letter or in the attached Schedule, the terms and conditions of your employment will be those set out in the Hospitality Industry General Award and applicable legislation. This includes, but is not limited to, the National Employment Standards in the *Fair Work Act 2009*.

### **3. Remuneration**

3.1 You will be paid fortnightly at the casual rate of

Mon-Fri \$\_\_\_\_\_ Sat \$\_\_\_\_\_ Sun \$\_\_\_\_\_ PH \$\_\_\_\_\_

3.2 The employer will also make superannuation payments on your behalf in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

### **4. Your obligations to the employer**

4.1 You will be required to:

- (a) perform all duties to the best of your ability at all times;
- (b) use your best endeavours to promote and protect the interests of the employer;  
and
- (c) follow all reasonable and lawful directions given to you by the employer, including complying with policies and procedures as amended from time to time. These policies and procedures are not incorporated into your contract of employment.

### **5. Termination of employment**

5.1 Casual employees do not get paid days off, sick leave or annual leave and do not get notice of termination or redundancy payouts under the Fair Work Act 2009.

### **6. Confidentiality**

- 6.1 By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the business of the employer, including but not limited to client lists, trade secrets, client details and pricing structures.
- 6.2 No photos can be taken of the work place this includes selfies or any other photos that will be used over the internet or sent via phone. This will be seen as a breach of employment and result in termination.

### **7. Entire agreement**

7.1 The terms and conditions referred to in this letter constitute all of the terms and conditions of your employment and replace any prior understanding or agreement between you and the employer.

7.2 The terms and conditions referred to in this letter may only be varied by a written agreement signed by both you and the employer

Yours sincerely,

Name: \_\_\_\_\_

Position: \_\_\_\_\_

I, \_\_\_\_\_, have read and understood this letter of engagement and accept employment from SSI Management Services Pty Ltd.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name:

\_\_\_\_\_

**POSITION DESCRIPTION**

\_\_\_\_\_