

Hospitality Casual Employee Agreement

Employment agreement for casual hospitality workers engaged by Lotus Workforce Solutions Pty Ltd.

This Agreement sets out key employment, conduct, safety, confidentiality and shift approval requirements for workers placed with Lotus hospitality clients.

Employee full legal name

Preferred name

Date of birth

Mobile

Email

Residential address

Emergency contact name

Emergency contact phone

Right to work status / visa type

Visa expiry if applicable

Employment Terms

Term	Requirement
1. Casual employment	You are engaged as a casual employee. Shifts are offered according to client demand, availability, suitability and business requirements. No guaranteed hours are promised unless confirmed in writing.
2. Hospitality placements	You may be offered work with restaurants, cafes, venues, clubs, hotels, catering companies, events or other hospitality clients.
3. Pay and classification	Your pay, penalties and allowances will be determined by the applicable award, instrument, classification, shift timing and role actually performed. Rates may be stated in a separate pay schedule, payslip, roster or written confirmation.
4. Shift commitment	Once you accept a shift, you must attend on time, ready for work and in the correct uniform. If you cannot attend, you must notify Lotus immediately. Do not cancel directly with the venue only.
5. Breaks and hours	You must accurately record start, finish, unpaid break and total hours. You must get a supervisor signature or approved shift record before leaving wherever practicable.
6. Fitness for work	You must not attend work affected by alcohol, drugs, fatigue, illness or any condition that may create safety, hygiene or service risk.

Conduct, Safety and Client Protection

Control area	Requirement
Presentation	Attend clean, tidy and in the required uniform. Maintain appropriate grooming, hygiene and customer-service behaviour.
Food safety	Follow venue food safety, hygiene, handwashing, allergen, storage, temperature and cleaning procedures. Report risks, contamination, incidents or illness immediately.
RSA and regulated work	Do not serve alcohol or perform regulated duties unless Lotus has confirmed you have current evidence and the role is approved.
Venue rules	Follow lawful and reasonable venue directions, site rules, emergency procedures and safety requirements.
Dockets	Before leaving the venue, seek supervisor sign-off on the Lotus docket or approved shift record. Send a clear photo to Lotus after the shift for payroll review.
Confidentiality	Do not disclose Lotus client details, rates, rosters, contact information, venue operations, customer information or business information.
No bypass	Do not arrange direct work with a Lotus client, or through another supplier for that client, without written approval from Lotus.
Termination	Employment may end in accordance with applicable law. Serious misconduct, dishonesty, unsafe conduct, no-show behaviour or false records may result in immediate action.

Before every shift

Check the venue, start time, uniform, transport, supervisor contact and any task notes before leaving for work.

After every shift

Get the docket signed where possible, send Lotus a clear photo and report any safety, conduct, hours or payment issue immediately.

Service standard

Be punctual, clean, calm, polite and practical. Hospitality clients remember attitude as much as skill.

Payroll rule

No clear attendance record means payroll may be delayed while Lotus verifies the shift with the venue.

Role and Availability Details

- | | | |
|---|--|---------------------------------------|
| ☐ Chef | ☐ Cook | ☐ Kitchen hand |
| ☐ Dishhand / steward | ☐ Wait staff | ☐ Food runner |
| ☐ Barista | ☐ Bar / RSA staff | ☐ Event setup |
| ☐ Function staff | ☐ Cleaner / support | ☐ Other |

Hospitality experience summary

Confirmed availability days / times

Food safety training / certificate details

RSA card number if applicable

Uniform sizes / notes

Transport / location limitations

Employee Declaration

- ☐ I have read and understood this Agreement.
- ☐ I will follow Lotus and venue safety, food safety, uniform and conduct requirements.
- ☐ I will provide true information and update Lotus if anything changes.
- ☐ I understand I must submit signed shift dockets or approved shift records for payroll review.

Employee signature / typed acceptance

Date

Lotus representative

Date