



Employment Vacancy

Name of Club:-

ALC Ref No:-

Job title:-

Full/part time:-

Location:-

Duration:-

Brief Job Description:-

Casual Conference and Banqueting Assistant
(Waiting / Bars)

Hours/week:-

To ensure that all function rooms are prepared according to the function sheet and extra function sheets at least one hour before the arrival time;

Wage/Salary:-

Ensure all mis-en-place is prepared;

Report any equipment/structure repairs that are required to maintenance via the set procedure.

Contact Name:-

Telephone No.

Office Use Only

Date posted:-

Expiry Date:-

When complete please post or email this form to the ALC Secretary.

This vacancy will expire automatically after 3 months unless specifically extended by the nominating club. It is requested that the ALC Secretary be notified as soon as vacancies have been filled so that the notice can be withdrawn.