

Dear Alana,

I am pleased to confirm your unpaid work experience with the Sudima Christchurch Airport for a period of 5 Weeks commencing on 4th August 2017 and finishing on 6th September 2017.

The details of you work experience are as follows:

PROGRAMME

Date	Department	Starting Times	Responsible to
4 th August 2017	Housekeeping	09H00 – 14H30	Trisha Doherty
11 th August 2017	Housekeeping	09H00 – 14H30	Trisha Doherty
15 th August 2017	Restaurant	17H00 – 22H00	Bhushan Lobo
22 nd August 2017	Restaurant	17H00 – 22H00	Bhushan Lobo
30 th August 2017	Front Office	12H00 – 20H00	Abhi Ravlur
6 th September 2017	Front Office	12H00 – 20H00	Abhi Ravlur

Please report to the Sudima reception on 4th August 2017 and inform them that you are here to undertake work experience and ask for the Department Manager (Jason Vilijoen) that you are first scheduled with. They will come down and meet with you.

UNIFORM:

The hotel will not provide you with a uniform, for Housekeeping, a plain white or black t-shirt with jeans is acceptable, for Front Office and Restaurant, a smart white collar shirt/blouse with black pants and smart black shoes. The shoes need to be black a pair which you can wear for the whole day when you are working on your feet. Flat shoes are recommended. Also any hair ties and clips must be black. Please refer to the Employee Guidebook on appearance standards.

MEALS:

You are entitled to a staff meal, free of charge when working a shift of five hours or longer.

ATTENDANCE:

If at any stage you are going to be unavoidably late, or are unable to attend, you must contact myself, or the Duty Manger, giving us as much notice as possible. Your will be marked at school if this placement causes you to miss scheduled class time.

REGULATIONS:

Enclosed is the Hotel Employee Guidebook, which outlines our disciplinary procedures and hotel policies which you are required to adhere to during your time with us. Failure to do so will terminate your work experience.

HEALTH & SAFETY

As part of your work experience, you must adhere to all Hotel policies and procedures related to Health and Safety at work. Your Head of Department / HR Advisor will take you through your Hazard Registers and other relevant H&S regulations as part of your Orientation on your first day.

If you have any questions, or if any of your rostered times are not suitable, please do not hesitate to contact Kat Anderson or speak directly to Jason Viljoen.

If you are in agreement with the above terms please sign below.

NAME: _____

DATE: _____

SIGNATURE: _____

Kat Anderson
Gateway Coordinator

NAME: _____

DATE: _____

SIGNATURE: _____

Jason Viljoen
Human Resources Manager

NAME: _____

DATE: _____

SIGNATURE: _____

Alana, I trust you will find work experience with the Sudima Christchurch Airport team both educational and enjoyable.

