



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**PROCEDURE STATEMENT
YOUTH KITCHEN ASSISTANT
BENEFIT PROCEDURE**

PROCEDURE
NUMBER
1.4C
FEB 2022
Version: 1

RATIONALE

To assist with kitchen and waiting duties on Club Friday Nights for a period of up to 4 hours between the hours of 5 to 9 pm and other key Club events as required.

PAYMENT OF BENEFIT

Refer to Policy 1.4 – Under definition 3.

APPROVAL

The Board of Management will approve payment of the benefit on a season-by-season basis, the values as set out within the Director of Social Activities Youth Kitchen Assistant Benefit Schedule.

VALUE

\$15 per hour

ELIGIBILITY

- Age- Under 14yrs to Under 19yrs
- Prior Volunteer Hours Achieved – 10 hours validated by Director of Social Activities
- Supplier Form completed
- Parental Consent Form completed
- Completion of WorkSafe SmartMove Modules –
Home Page to Log In - [WorkSafe SmartMove – WHS training resource](https://www.worksafe.gov.au/worksafe-smartmove)
([safetyline.wa.gov.au](https://www.safetyline.wa.gov.au))
[SmartMove Certificate – WorkSafe SmartMove \(safetyline.wa.gov.au\)](https://www.safetyline.wa.gov.au)
General Module, Industry Modules Fast food and Take Away and Hospitality.
- Completion of Covid Food Handling Certificate / Infection Control Training

PAYMENT

Payment will be in the form of cash funds administered by the Director of Social Activities or Club Catering Manager from the till takings.

TIMEFRAME OF PAYMENT

Each Friday after their shift once hours have been duly recorded and receipt acknowledged in the Youth Kitchen Assistant Benefit Register.

SAFETY EQUIPMENT

The Club will provide appropriate clothing and safety equipment such as an apron and gloves.