

# HRT Solutions

## Human Resources, Compliance and Training Products

### Items

### Cost Price

(includes GST)

Job Descriptions & Specifications  
Template Kit (20, 40 or 60 per kit)

**\$770.00 per kit (60)**

**\$550.00 per kit (40)**

**\$330.00 per kit (20)**

#### **Administration**

Account Clerk  
Computer Support  
Operator/Data Entry  
Functions Co-ordinator  
Membership Office Clerk  
Office Manager  
Payroll Clerk  
Payroll Manager  
Personal Secretary  
Purchasing Officer  
Safe Area Attendant

#### **Ancillary Operations**

Child Care Attendant  
Fitness Centre Manager  
Fitness Instructor

#### **Beverage**

Bar Attendant  
Bar Supervisor  
Beverage Manager  
Bottle Shop Attendant  
Cellar Manager  
Cellarman  
Drinks Waiter/Tray Service  
Attendant  
General Duties/Bar Useful  
Wine Waiter

#### **Catering**

Apprentice Chef  
Bistro Supervisor  
Bistro Waitstaff  
Catering Manager  
Catering Supervisor  
Chef  
Coffee Shop Waitstaff  
Cook  
Head Chef  
Kitchenhand  
Maitre'd  
Restaurant Supervisor  
Restaurant Waitstaff  
Salad Cook

#### **Club**

#### **Management/Supervisors**

Club Supervisor  
Duty Manager  
Finance Manager  
Human Resource Manager  
Trainee Manager

#### **Gaming**

Cashier  
Gaming Manager  
Keno Writer  
Poker Machine Attendant  
Poker Machine Clearance  
Poker Machine Supervisor  
Tab Operator

#### **Maintenance**

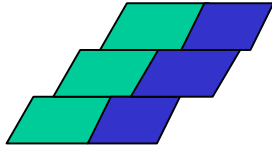
Electrician  
Gardener  
Greenkeeper  
Handyman

#### **Marketing**

Marketing & Promotions  
Manager  
Promotions Co-ordinator

#### **Reception**

Courtesy Bus Driver  
Customer Liaison Officer  
Doorperson  
Gift Shop Attendant  
Receptionist



# HRT Solutions

## Operational & Compliance Product List

<b>Items</b>	<b>Cost Price</b> (includes GST)
<b>Staffing Manual Template Kit</b> Personnel Policy Recruitment & Selection Tools Training & Development Policy Staff Handbook	<b>\$550.00 per kit</b>
<b>Operations Manual Template Kit</b> Bar Operations Catering Operations (Front of House): <ul style="list-style-type: none"><li>• Coffee Shop</li><li>• Bistro</li><li>• Restaurant</li><li>• Functions</li></ul> Poker Machine Operations (Front of House): <ul style="list-style-type: none"><li>• Change Bar/Cashier</li><li>• Poker Machine Attendant</li></ul> Reception Operations Cellar Operations	<b>\$770.00 per kit</b>
<b>Performance Review Template Kit</b> Appraisal Procedure & Tools Counselling Procedure & Tools Disciplinary Interview Procedure & Tools Termination Interview Procedure & Tools	<b>\$550.00 per kit</b>
<b>Human Resource Package</b> <b>(complete set of 4 kits)</b> Contains: Job Description and Specification Kit (kit of 60 job descriptions) Staffing Manuals Template Kit Operation Manuals Template Kit Performance Review Template Kit	<b>\$2500.00 per kit</b>

## Operational & Compliance Product List

<b>Items</b>	<b>Cost Price</b> (includes GST)
<b>OHS Management System Template Kit</b> Designed to meet the benchmarks of the Premium Discount Scheme (PDS) and assist clubs in obtaining OHS compliance.	<b>\$1100.00 per kit</b>