



Staff Fact Sheet



2016 CENTRE SQUARE

The 2016 Centre Square will be held at Birrarung Marr on the Yarra, throughout the weekend we will cater for over 5000 guests.

EVENTS TEAM CONTACTS

Diana McConville – Event Manager
Nadia Gordon – Event Coordinator
Kim Danks – Assistant Event Coordinator
Bianca Pomery – Staffing Manager
Travis Dines – Head Chef

EVENT SCHEDULE

Friday 30th September

- Grand Final Eve Dinner

Saturday 1st October

- Grand Final Day Lunch
- Grand Final Post Match Cocktail Party

SHIFTS

All staff will be contacted with the shift time prior to the event.

You will be sent a text message with the details of your shift, please ensure you keep this information for when you arrive at the event.

WHERE TO MEET

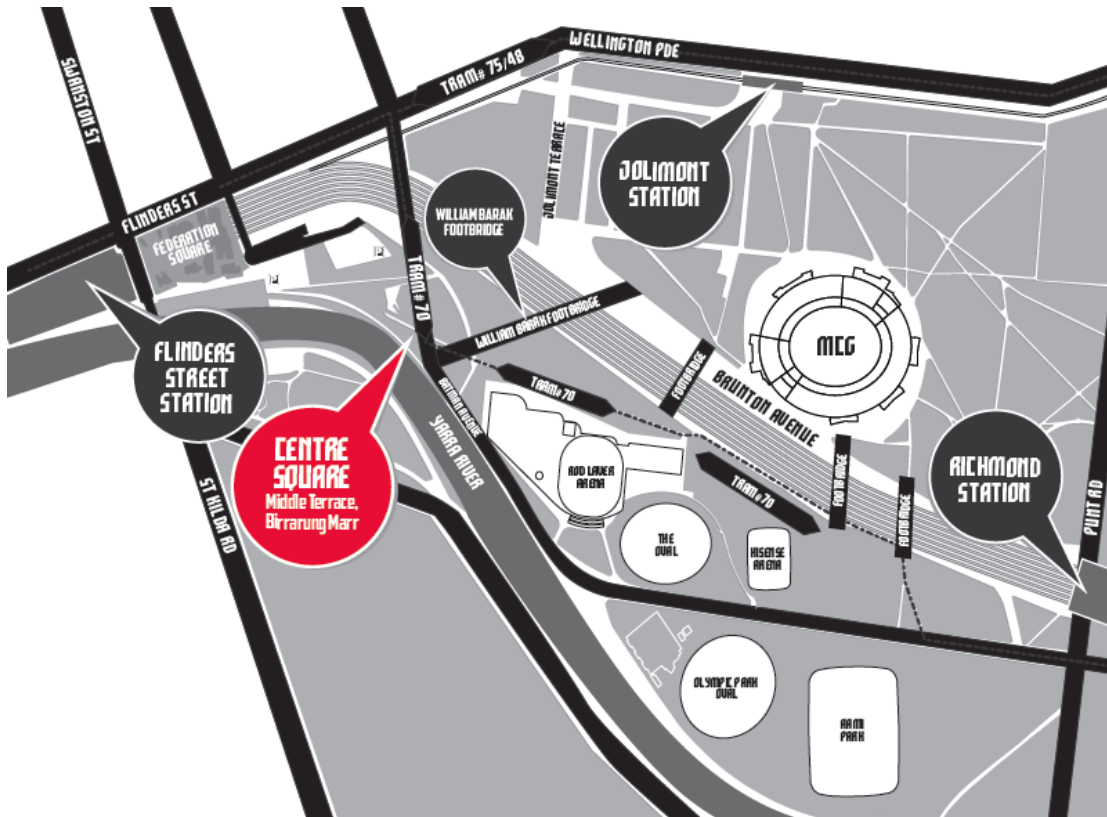
All staff will be meeting on site at the Centre Square uniform room **located behind the main marquee**, if there are any problems with getting lost or running late please contact Bianca straight away.

UNIFORMS

After entry into Centre Square, all staff must report to the uniform room to collect uniform and 'report for duty'.

Uniforms **MUST** be returned to the uniform room each night so we can have them laundered and ready for the next day.

GETTING THERE



FLINDERS STREET STATION
 Cross to Federation Square, head to Princes Walk, which runs along the Yarra River. Continue along the path and make your way onto William Barak Footbridge which will lead you directly to the venue. It is approximately a 10 minute walk.

FROM MCG/JOLIMONT STATION
 Exit station and walk towards MCG Gate 1. Cross William Barak Footbridge from Jolimont Terrace – opposite Gate 1 of MCG. Footbridge exits at entrance to the venue.

FROM RICHMOND STATION
 Exit station to Brunton Avenue and walk towards the MCG, continue around stadium to Gate 1. Cross the William Barak Footbridge at Jolimont Terrace and this will lead you to the venue.

From City Road/Alexandra Avenue
 Make your way across the Swan Street Bridge, turn left into Batman Avenue and then into Birrarung Marr via the Yarra River. Take the William Barak Footbridge and this will lead you to the venue.

Parking
 Both Federations Square and Yarra Park car park are both a 5 minute walk. There are also many car parks throughout the city that are within walking distance. The websites for Wilson Parking and Secure Parking have a list of locations within the city.



Staff Fact Sheet



WHAT DO I NEED TO BRING?

- **Arrive correctly attired** – black *pressed* pants (no jeans), black socks, black flat leather *polished* shoes.
- Waiter's friend - Biro - A Watch - A big smile!

There is VERY limited space to keep personal belongings onsite. Please keep your personal belongings to a minimum. It is suggested that you **DON'T** bring large handbags, valuables and the like.

Spotless will provide:

- Shirts and Aprons.
- Water will be supplied at the main compound and in each kitchen.
- Lunch will be provided during the split shift on Saturday

ON TIME – EVERY TIME!

Please remember that being late to a shift places an enormous amount of stress on your colleagues whom are relying on you to be there on time. You are expected to be at the meeting point, 30 minutes before your start time. This means that you need to have your car parked know where you are going before your meeting time.

If reporting sick, it is necessary to do so **personally ASAP prior** to the commencement of your shift.

**If you are going to be late /absent, please contact:
Corporate – Bianca 9284 2371 *landline numbers will be diverted to mobile***

PAYROLL

To make the process runs as smooth as possible please ENSURE that you **COMPLETE YOUR TIMESHEET CORRECTLY AND ACCURATELY.**

REMEMBER

- Drinking or having liquor on your breath while at work will result in instant dismissal.
- SMOKING is only permitted at the rear of the compound in the designated area (out of uniform).
- Staff meal breaks must be taken "behind the scenes".
- Staff must not eat or drink in view of guests whilst in uniform or on duty
- UNDER NO CIRCUMSTANCES, should EPICURE staff eat or drink items prepared for the guests

EVENT DAYS

All Staff are expected, like always, to give their best and deliver a performance and catering experience second to none. We are on show so let us be the benchmark that the industry measures its standards by.

Remember:

- FULL HANDS INTO the kitchen, FULL HANDS OUT
 - HAVE AN EYE FOR DETAIL – it's the little things that count!
 - NOTHING is too much trouble for our guests.
 - EVERYTHING YOU DO – get it "SPOT ON" the first time.
 - COMMUNICATION is the key - Be aware of the clients' requirements and those of your team members
 - ALWAYS perform in a SAFE & TEAM ORIENTED WAY
 - HAVE FUN! ENJOY YOURSELF!
-