

# Code of Practice

Did you know that each year employers have access to thousands of students taking up positions in the industry on a part-time, holiday and weekend basis? Not only have we access to them but we have the ability to positively influence them to consider the hospitality and tourism industry as a long term career option.

Experience tells us that if students engaged in holiday/part-time work have a positive experience, they are more likely to consider careers in it. You as an employer can assist in ensuring that high calibre students are recruited and properly trained to meet the needs of the industry.

As part of your commitment to **Best Practice**, please ensure managers/supervisors looking after part time/holidays workers in your property, have a copy of this Code of Practice. This code of practice is seen as the **minimum requirement**.



## What the Employee expects

1. Welcome, Introduction to the property/ company and a link with a contact person.
2. Human Resource procedures/Staff Handbook (if available) explained.
3. Introduction to Health & Safety, Manual Handling and Food Hygiene (if applicable) Tasks identified and instruction/training given to attain required performance.
4. Ensure hours of work and rate of pay meet legal requirements.
5. Where board and lodgings are provided they should be clean and of a good standard.
6. Uniform to be ready and clean.
7. Some form of feedback to be given on how they re performing eg. Verbal or written.
8. Exit interviews- this might include questions like;
  - What was liked/disliked most about the work?
  - What improvements would they suggest for next time?
  - Have they been encouraged by the experience to pursue a career in industry?

## What you as the Employer can expect

1. Potential to recruit employer's long term.
2. Potential to market your property in a positive way in the locality and schools.
3. Presentable (good personal hygiene and clean uniforms), enthusiastic employees with fresh new ideas, who are an extra resource.
4. An opportunity for the employer to introduce students to a wide variety of career paths and progression routes within the industry, thus encouraging them to consider further hospitality or tourism training as a career option.
5. Students will respond favourably and be more committed to the job, if they are given a range of tasks that instil a sense of responsibility and give worthwhile experience.
6. Link business with education in a mutually positive manner.
7. An opportunity for the company to evaluate its practice with regard to new employees, encouraging the work place to be a "learning organisation".
8. An opportunity for your business to be seen as "an employer of choice".

This Code of Practice is a joint initiative between the **Irish Hotel Federation, the Restaurant Association of Ireland, the Vintners Federation of Ireland, Fáilte Ireland and Business in the Community**, as part of their commitment to ensuring that **Best Practice** predominates this type of work.

Signature of Employer: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_