

SUBSIDIARY LEGISLATION

MINIMUM WAGES (CATERING INDUSTRY) ORDER

ARRANGEMENT OF CLAUSES

CLAUSE

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4. Hours of work.
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6. Vacation leave.
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FIRST SCHEDULE.

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158/1991.

made under section 3

1. This Order may be cited as the Minimum Wages (Catering Industry) Order. Citation.

2. In this Order— Interpretation.

“bartender” means a worker who is engaged in the mixing and serving of drinks, and duties ancillary thereto;

“cashier” means a worker whose principal duties consist of receiving cash as well as issuing receipts and accounting therefor;

“chambermaid” means a worker who cleans and tidies rooms, toilets and bathrooms, and makes beds;

“cleaner” means a worker who is wholly or mainly employed in the cleaning of the employer’s premises;

“clerical worker” means a worker who is employed wholly or mainly in clerical work, such as the keeping of books, the deposit of cash, and matters ancillary thereto;

“clerk/typist” means a worker whose duties consist principally of typing, dealing with correspondence, and other related clerical duties;

“cook” means a worker who is responsible for the preparation of meals, and the supervision of kitchen staff in the absence of the head cook;

“counter attendant” means a worker who attends to customers and who is responsible for the cleanliness of counter areas;

“driver” means a worker who is responsible for the operation and care of motor vehicles;

“electrician” means a worker who installs, maintains, and repairs electrical apparatus;

“elevator operator” means a worker whose duties consist of operating elevators;

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- “gardener” means a worker who cleans and maintains a garden;
- “grill worker” means a worker who operates a grill in the preparation of meats and fish;
- “handyman” means a worker who is employed to assist in the performance of unskilled jobs;
- “head cook” means a worker who is responsible for the preparation of food and supervision of kitchen staff;
- “head waiter” means a worker whose duties consist wholly or mainly of the supervision of waiters, waitresses and hostesses;
- “housekeeper” means a worker who is responsible for looking after all guest-room requirements, and the supervision of staff engaged in related duties;
- “kitchen assistant” or “assistant cook” means a worker who assists the cook in the performance of his duties;
- “launderer” or “washer” means a worker who is responsible for laundering linen;
- “maintenance worker” means a worker who carries out general maintenance;
- “medical certificate” means a medical certificate prepared by a registered medical practitioner;
- “messenger” means a worker who is employed in taking mail, messages, packages, and other items within business premises or elsewhere;
- “part-time worker” means a worker whose weekly hours of work are less than forty hours;
- “porter/bell-boy” means a worker whose duties consist wholly or mainly of carrying luggage, goods, and packages, and duties ancillary thereto;
- “potwasher” or “dishwasher” means a worker whose duties consist of washing dishes, pots, pans, cutlery, or glassware;
- “reservation clerk” or “receptionist” means a worker who deals with the booking in, and departure of, guests, and other matters ancillary thereto;
- “secretary” means a worker engaged in secretarial duties and matters ancillary thereto;

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“skilled tradesman” means a worker who is certified or has received adequate training in construction, erecting metal structures, setting and fitting machine tools, maintaining machinery, equipment or tools, carrying out printing work or producing or processing foodstuffs, textiles or other articles including handicraft goods;

“storekeeper” means a worker who is responsible for stocks, and who purchases foodstuffs, linen, and other requisites;

“supervisor” means a worker who is responsible for general administration and supervision;

“swimming pool attendant” means a worker who is responsible for the cleaning and general maintenance of a swimming pool;

“telephone operator” means a worker who is responsible for the operation of a telephone switchboard;

“waiter” or “waitress” or “hostess” means a worker who is engaged in the serving of food and drink at tables and duties ancillary thereto;

“watchman” or “caretaker” means a worker who guards premises for the prevention of theft, damage or trespass;

“worker” means a worker employed in a catering undertaking.

3. (1) The minimum remuneration payable to a worker shall be as set out in the First Schedule and shall not in any way be abated by reason of a public holiday falling within the work week referred to in paragraph 4.

Minimum remuneration. First Schedule.

4. The weekly hours of work applicable to a full-time worker shall be forty hours inclusive of lunch break and rest period spread over a period of six days, Mondays to Saturdays inclusive.

Hours of work.

5. A full-time worker who works overtime on his working day or who works on days off or on public holidays shall not be paid at less than the rates set out in the Second Schedule.

Minimum remuneration for overtime. Second Schedule.

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Vacation
leave.

6. (1) A worker shall be entitled to two weeks vacation leave with pay annually on completion of twelve months service from the date of his employment subject to having worked a minimum of two hundred and twenty days within that period.

(2) In the case of a part-time worker pay shall be calculated on the basis of the average remuneration for the preceding three months or the pay immediately preceding vacation leave, whichever is the higher rate.

(3) Where a public holiday falls within the period of vacation leave of a worker he shall be granted one additional day's leave with pay for every such public holiday.

(4) Where a worker becomes sick during his period of vacation leave, then subject to paragraph 7 he shall be granted one additional day's leave with pay for every such day of sick leave once the sick leave is certified by a medical practitioner.

Sick leave.

7. (1) A worker shall be entitled to fourteen working days sick leave per year with pay subject to—

(a) his being continuously employed for a period of at least six months; and

(b) his production of a medical certificate in respect of any period of illness in excess of two days.

(2) Payment for sick leave shall amount to the difference between a worker's pay and his entitlement to sickness benefit under the National Insurance Act.

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Maternity leave.

8. (1) A pregnant worker shall be entitled to maternity leave and to resume work after such leave.

(2) At least one hundred and fifty days prior to her confinement a worker shall produce to her employer a medical certificate stating the probable date of delivery.

(3) A worker shall be entitled to proceed on leave six weeks prior to the probable delivery date stated in the medical certificate and shall not be required to return to work sooner than seven weeks after the birth of the child.

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(4) At least two weeks prior to her intended return to work, a worker shall submit to her employer a medical certificate stating the actual date of birth of the child, certifying her fitness to return to work and indicating the intended date of return.

(5) During the period of maternity leave, a worker shall be entitled to payment calculated by computing the difference between her pay and any maternity benefits that she may be entitled to under the National Insurance Act.

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FIRST SCHEDULE

**MINIMUM WEEKLY REMUNERATION FOR WORKERS
IN THE CATERING INDUSTRY**

<i>Categories</i>				<i>Weekly Wages for</i>	<i>Hourly Rates for</i>
				<i>Full-time</i>	<i>Part-time</i>
				<i>Workers</i>	<i>Workers</i>
			\$	\$	
Bartender	220.00	6.05
Cashier	210.00	5.80
Chambermaid	185.00	5.10
Cleaner	185.00	5.10
Clerical Worker	215.00	5.90
Clerk/Typist	215.00	5.90
Cook	235.00	6.45
Counter Attendant	185.00	5.10
Driver	225.00	6.20
Electrician	275.00	7.55
Elevator Operator	185.00	5.10
Gardener	185.00	5.10
Grill Worker	195.00	5.35

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<i>Categories</i>	<i>Weekly Wages for Full-time Workers \$</i>	<i>Hourly Rates for Part-time Workers \$</i>
Handyman	185.00	5.10
Head Cook	285.00	7.85
Head Waiter	285.00	7.85
Housekeeper	285.00	7.85
Kitchen Assistant/Assistant Cook ...	195.00	5.35
Launderer/Washer	185.00	5.10
Maintenance Worker/Skilled Tradesman	260.00	7.15
Messenger	185.00	5.10
Porter/Bell-Boy	185.00	5.10
Potwasher/Dishwasher	185.00	5.10
Reservation Clerk/Receptionist ...	225.00	6.20
Secretary	225.00	6.20
Storekeeper	250.00	7.00
Supervisor	280.00	7.85
Swimming Pool Attendant ...	185.00	5.10
Telephone Operator	215.00	5.90
Waiter/Waitress/Hostess	190.00	5.25
Watchman/Caretaker	185.00	5.10

SECOND SCHEDULE

**MINIMUM OVERTIME REMUNERATION FOR
FULL-TIME WORKERS IN THE CATERING INDUSTRY**

- (1) *For overtime worked beyond eight hours on a working day*
- | | | | |
|-------------------|-----|-----|-----------------------------------|
| First four hours | ... | ... | one and one-half times hourly pay |
| Second four hours | ... | | two times hourly pay |
| Thereafter | ... | ... | three times hourly pay |
- (2) *For time worked on day off*
- | | | | |
|-------------------|-----|-----|------------------------|
| First eight hours | ... | ... | two times hourly pay |
| Thereafter | ... | ... | three times hourly pay |
- (3) *For time worked on Sunday*
- | | | | |
|-------------------|-----|-----|------------------------|
| First eight hours | ... | ... | two times hourly pay |
| Thereafter | ... | ... | three times hourly pay |
- (4) *For time worked on public holiday*
- | | | | |
|-------------------|-----|-----|-----------------------|
| First eight hours | ... | ... | two times hourly pay |
| Thereafter | ... | ... | four times hourly pay |

For the purposes of this Schedule “hourly pay” means in the case of the full-time worker his pay divided by forty.