



*blume*

RESTAURANT

**BLUMERESTAURANT**

5 Church St, Boonah QLD 4310, Australia

Location Code: 2M2J+FW Boonah, Queensland, Australia

Phone: +61 7 5443 4509

Email: [contact@blumerrestaurant.com.au](mailto:contact@blumerrestaurant.com.au)



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**Subject: Job Offer Letter**

**Date: 05/07/2025**

Dear **MD RAKIB**

Father's Name: **MD NURUL AMIN**

Passport Number: **A11814545**

Nationality: **Bangladeshi**

Date of Birth: **01.08.2005**

We are pleased to inform you that our establishment, **BLUMERESTAURANT**, located at 5 Church St, Boonah QLD 4310, has decided to appoint you to the position of **Waiter**. Your past experience and achievements have impressed us and satisfied our selection committee.

Based on your submitted application, we are delighted to offer you this position. You will be required to perform duties assigned by managers from time to time. You are expected to maintain courteous behavior with fellow staff members, show eagerness to learn from your senior chefs, and be responsible for culinary-related tasks. Punctuality in reporting to work is mandatory.

Your **mobile phone bill** will be covered by the company, and you will also be entitled to **private health insurance benefits**.

You are requested to sign and submit a copy of this letter to the above-mentioned address **within 20 days**.

Failure to submit the signed copy within the stipulated time will be considered a lack of interest in the position, and your candidacy will be cancelled without any prior notice.

For any additional information or queries, please feel free to contact us via phone or email. We look forward to your response. If you agree to the terms and conditions outlined, kindly sign and return this letter to us.

Thank you for your valuable time.

**Candidate's Signature: Date:**

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#### Code of Conduct:

Our **Employee Code of Conduct** outlines the expected behavior of each staff member towards colleagues, supervisors, and the organization. We value freedom of expression and open communication, but we expect all employees to adhere to this code at all times.

**Employees must refrain from any behavior** that is offensive, causes major conflict, or disrupts the workplace. We expect a respectful, organized, and cooperative environment.

#### *Applicability:*

This policy applies to **all employees**, regardless of their contract type or job title.

#### *Key Elements of the Code:*

##### **Respect for the Law:**

All employees must comply with laws relating to environment, safety, and fair business. We expect ethical and responsible behavior, especially concerning financial matters, products, partnerships, and the public image of the company.

##### **Workplace Respect:**

All employees must show respect to their colleagues. We have **zero tolerance** for discrimination, harassment, or retaliatory behavior. Equal opportunity must be observed in hiring, performance evaluation, and interpersonal relations.

##### **Protection of Company Property:**

Employees must properly use and care for all company assets—both tangible and intangible.

They must:

- Not misuse or waste tools and equipment
- Treat all property respectfully
- Use resources only for job responsibilities
- Prevent damage or sabotage to company facilities

##### **Professionalism:**

Employees must demonstrate honesty and professionalism at all times.

##### **Personal Hygiene and Dress Code:**

All employees must follow the company's **dress code** and personal hygiene guidelines.

##### **Corruption:**

Employees are **discouraged** from accepting gifts from clients or partners. **Bribery** in any form—internal or external—is strictly prohibited.

##### **Job Responsibilities and Authority:**

Employees must perform their duties with integrity and respect, maintaining accountability toward customers, partners, and society. Supervisors must not misuse authority and must delegate responsibilities fairly. Similarly, team members are expected to follow instructions and complete tasks efficiently.

We encourage a **mentorship culture** where experienced staff guide newcomers.

**Absence and Tardiness:**

Employees must adhere to their work schedules. Exceptions may be made in special situations, but generally, employees are expected to be present and punctual.

**Conflict of Interest:**

Employees should avoid engaging in personal or financial activities that may hinder their professional responsibilities.

**Collaboration:**

Employees must be cooperative and exhibit good behavior. Actions that disrupt work or interfere with colleagues' tasks are unacceptable.

**Communication:**

Open and sincere communication with coworkers and supervisors is essential. Misuse of employment benefits is strictly prohibited.

**Policies:**

Employees must read and comply with all company policies. Any questions should be directed to supervisors or the HR department.

**Disciplinary Actions:**

Violation of this code may result in disciplinary measures depending on the severity of the offense, including:

- Demotion
- Warning or reprimand
- Temporary suspension or dismissal in serious cases
- Withdrawal of benefits for a specific or indefinite time

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**Key Information:**

- **Position:** Waiter
- **Working Hours:** 9:00 AM – 5:00 PM
- **Workdays:** Monday to Friday
- **Salary:** 2,600 AUD\$
- **Overtime Pay:** 1.5 times the base hourly rate
- **Employee Benefits:** Transport facility, medical, dental, and health insurance
- **Meals:** 3 meals provided daily by the restaurant
- **Accommodation:** The company will bear the cost of accommodation and meals.
- **Confidentiality & Termination Policies:** As per terms outlined in the job offer letter

For any further questions, feel free to contact us via **email or phone**.