**Westvic Staffing Solutions** Apprenticeship Employment Network Operations originated in 1984 as a not for profit, community based company and has since evolved as a leading regional provider of employment and training services throughout Victoria.

Our services are professionally delivered by dedicated staff, committed to:

* Delivering quality employment and training services to the community
* Increasing the trade and vocational training and employment capacity of the South West Region
* Providing a bridge between school and employment

**What is Apprenticeship Employment Network?**

Apprenticeship Employment Network is an arrangement whereby Westvic Staffing Solutions employs Australian Apprentices (Apprentices and Trainees) and hires them to other businesses called host employers, while they are undertaking their training.

It is a unique form of labour contract in which Westvic Staffing Solutions (the employer) provides no work directly but does so through leasing the Apprentice / Trainee to one or more host employers.

Westvic Staffing Solutions acts as the primary employer and:

* Carefully selects the Australian Apprentice
* Manages the Training
* Takes responsibility for all administration connected with wages, allowances, superannuation, and workers compensation, personal / annual leave and other employment benefits.
* Rotates the Australian Apprentice from business to business, where necessary to ensure that each Australian Apprentice receives a broad range of training and experience.

Australian Apprentices employed by Westvic Staffing Solutions have the security of continuing employment throughout the training period and support from their Apprentice/Trainee Consultant.

**What is an Australian Apprenticeship / Traineeship?**

The Australian Apprenticeship scheme encompasses all Apprenticeships and Traineeships. They combine time at work with training and can be full time, part time or school based. Australian Apprenticeships are the best way to combine training and employment and lead to a nationally recognised qualification from certificate 2 level through to a diploma. Training can be in the form of “off the job” at a Registered Training Organisation (RTO) or delivered in the workplace.

**What is a Training Agreement?**

Australian Apprenticeships / Traineeships operate on the basis of a formal Training Agreement between the employer (Westvic Staffing Solutions) and the Australian Apprentice / Trainee and explain the Apprentices / Trainees obligations to the employer and the employer’s obligations to the Apprentice / Trainee.

Training agreements are registered with the Victorian Registrations and Qualifications Authority (VRQA)

via an Australian Apprenticeship Support Centre

|  |  |
| --- | --- |
| **Retail Butcher Apprenticeship**  **Position Description** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. | |
| **Employee Name: TBA** | **Date PD Issued: 02/06/2022** |
| **Position: Apprentice Butcher** | |
| **Host Employer: Lucas Bros Warrnambool** | **Supervisor: Pete** |
| **Host Employer Address: 73 Banyan Street, Warrnambool 3280** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Kyla Bryce 0460 307 724** | |
| **Duties of Position:**  Butchers prepare meat for consumer use using a wide variety of processes. They may be responsible for handling, deboning, trimming, tying, grinding, or tenderizing cuts of meat, but they are also often in charge of packaging, weighing, labelling, and pricing their goods. They may work with beef, poultry, pork, lamb, or seafood, and they may be responsible for creating specialized meat products such as ham or sausage. | |
| **Tasks Involved:**  Arrange cuts of meat and place them in an attractive manner in the display case so that customers will wish to purchase them.   * Weigh, label and price a variety of cuts of meat for on-demand selections by customers in an efficient manner that keeps customers satisfied. * Receive deliveries of meat and inspect them to ensure that they adhere to the highest quality standards and are not expired. * Use skewers, bone knives, twine and other tools to lace, tie and shape roasts so that they are ready for customers to buy and cook. * Prepare meat into forms ready for cooking using a variety of actions, including boning, tying, grinding, cutting and trimming to make it easier for customers. * Educate customers on different selections and types of poultry, pork, beef and fish to help them decide what to purchase. * Rotate products to reduce the chance of any meat spoiling to reduce waste and loss of profits. * Maintain and clean the meat preparation counter to reduce the risk of food contamination and adhere to food safety guidelines. | |
| **Work Conditions:**  The work of a butcher may be moderately demanding physically and requires a certain degree of manual dexterity. Customer service abilities are essential. | |
| **Personal Requirements:**   * Enjoy working with people * Friendly, helpful, polite and patient manner * Good communication skills * Able to record information accurately * Able to work as part of a team * Able to project a professional manner at all times * Able to stay calm in difficult situations * Good interpersonal skills * Flexible * Well presented * Efficient and speedy * Confident in handling money * Great attitude | |
| **Workplace Health and Safety:**   * Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and workplace instructions * Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health * Correctly wear and maintain items of personal protective clothing and equipment that are provided * Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work * Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay. | |
| **Additional Information**   * **Hours Per Week: 38 plus OT (when required)** * **Days per Week: Rotating Roster** * **Award / Agreement: Meat Industry Award 2020** * **Superannuation: 10%** * **Commencement Hourly Rate: TBA – based on successful candidate** | |
| **Copy to : 🗌 Employee 🗌 Host Employer 🗌 Main File** | |

**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/\_\_\_\_\_

**HOST EMPLOYER:**

Host Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_