



Crew Member Job Description

Monday, May 29, 2023

1. **Employee Name:** Salutation, Forename, Surname
2. **Date employment commenced:** WEEKDAY, DD MONTH 20YY.
3. **Job Title:** Crew Member.
4. **Personal Requirements/Expectations/Would like:**

Battle Sector X's Requirements of Potential Employees.	Expectations from Battle Sector X concerning Employee.	What Battle Sector X would like to see in their Employees? This may not be essential to employment.
<p>A good team player</p> <p>A go get attitude</p> <p>A "CAN DO" approach to everything</p> <p>A good listener</p> <p>A reasonable understanding of IT</p>	<p>Professional Conduct</p> <p>Smartly Dressed</p> <p>Correctly/Appropriately Dressed at all times</p> <p>Good Personal Hygiene Habits</p> <p>Proactive Self-Management</p>	<p>Caring Nature</p> <p>Good Problem Solver</p>

The Job requires training to understand specific tasks. It is an expectation that you accept the training provided and look to ensure you complete tasks and training set by your supervisors, managers and directors, to required level. If this requirement isn't achieved, then a support plan will be put into place. If you fail to achieve target set out in support plan, further actions may be carried out, which ultimately could mean the termination of your role within the company.

5. Job Role:

The Crew Member is the normal role within Battle Sector X. The Employee will be expected to complete training to ensure competence in all areas of the main business of Battle Sector X. These areas are included on the employee training matrix.



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6. Pay Ranges:

Actual pay rate is dependent on personal circumstances but below is a guide to pay ranges at time of employment start. These may change in latter periods of your employment to ensure wage in line with current UK law requirements.

Age	25+ (NLW)	21 - 22	18 - 21	16 - 18	Below 16
Minimum pay	£10.42	£10.18	£7.49	£5.28	£5.28
Maximum Pay	£12.00	£10.50	£7.80	£5.50	£5.38

7. Personal data:

For the purposes of administration, it is necessary for the company to hold and process personal data on its employees. The data will be held for the duration of your employment or for any longer period to enable the company to answer any question relating to you as an employee.

Every care is taken to ensure that this personal data is held in confidence and secrecy. You have the right to inspect, review and, if necessary, update your personal details on an annual basis. Normally you will be able to inspect your file within one working day of this request. If you're personal circumstances do change at any time you should inform the Company Director accordingly. This will ensure that the information remains accurate.

8. Training

Battle Sector X is committed to ensure our employees are fully trained to be competent at their jobs. This is good for our business. The employee is expected to make every effort to complete any training the company feels would be to the benefit to the Employee. The Company Training plan and procedures may form the basis of this but additional training from outside provider maybe sort if it was felt beneficial. Battle Sector X will either pay for or reimburse the employee, any reasonable costs required by the training.

9. Agreements & Signatures:

Battle Sector X Limited agrees to meet all of the terms and conditions as stated in this contract, unless it contravenes the law of the land. If the law should change to affect these terms and conditions, a new signed version will be added to you file and the job description updated accordingly.

Signed on behalf of Battle Sector X limited: _____
Name: Gavin Taylor
Job title: Company Director.
Date: Monday, May 29, 2023

Signed by the employee: I agree to the terms and conditions of this contract. I acknowledge that I have received a copy of this contract, the job description and the fore-mentioned procedures.

Employee's signature: _____

Printed Name: _____

Date: _____