



**THE SPA RESOURCE CO.
NEW SPA ASSIGNMENT**

Congratulations!

Below are the details of your upcoming assignment with The Spa Resource Co. we would like to Thank You in advance for your dedication and wish you a successful placement!

Assignment Details:

For: Your Name will be Here
Start Date: Monday 1st April 2024
End Date: Friday 31st May 2024

Location:

The Spa Name, Hotel Details will be written here
A link will be here to the Spa & Hotel Website

Arrival Time: 10am (you should always try to arrive 15 mins earlier)
Contact Name: Name of Person Here
Telephone Number: Contact Number Here

The Spa Manager or Supervisor will issue your schedule during your assignment and your duty times and days off may change depending on their operational needs

Accommodation: If the Assignment requires you to move into Hotel Accommodation, this will be specified here

Transportation: If you will receive a daily allowance, or if you will be provided with transportation, this will be specified here

Meals: Duty meals will be provided in the staff restaurants

Tips: Please refer to, and follow, the tip policy of the spa, which will be shared during your induction. The payment schedule of tips is determined by the Hotel policies and the Company has no control over this.

Uniform: A uniform and name badge will be provided for you, which you may submit for laundering after each shift as per the Hotel's procedures

Daily Bonus: You will receive a daily 25AED bonus from the Company for each working day on Assignment that will be paid with your salary



- Public Holidays:** If there are any Public Holidays announced during your assignment, which you work, those days will be added to your annual leave and may be taken at a later date
- Annual Leave:** No Annual Leave requests will be granted while you are on assignment, please plan your annual leave requests for a time when you are not on assignment
- Sickness:** If you fall sick and are unable to attend your duty you must inform the Spa first and then us ASAP. A Doctors note is required for all sickness while on assignment
- Overtime:** The spa may request you to work a maximum of 2 additional hours in exchange for time back on other days during your assignment. If you work overtime hours and are not given time back during your assignment, you will either be paid for the overtime or receive the time back from us
- Other:** This Spa requires Therapists to make a big effort to smile and be friendly and attentive to guests
Carry your Emirates ID with you
Follow LQA Standards at all times
Follow all Spa Standards & Procedures as told to you by the manager or supervisor
Maintain high standards of grooming at all times
During Ramadan your working schedule will be reduced by 2 hours per day

Congratulations once again, and thank you for showing care, passion, and respect to our clients, their guests, and team members, and for your commitment to our values:

IMPACTFUL | RELIABLE | COLLABORATIVE

Susan Yardley
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