



Working for Lunya and Lunyalita

We are really pleased that you are interested in working for us. Hopefully, this gives you the information you need to help you make a decision if we are the right fit for each other. We really hold dear values of honesty, integrity and open-ness in our business. We have open pay-scales which we adhere to rigidly. No secret deals. We believe this is the right professional way to do it – transparent.

As well as a good rate of pay (check our scales at the end of this document), you can expect the following, too:

Service Charge

All bills in the restaurant have an (optional) 10% service charge applied. Every penny collected is distributed to our staff through an HMRC registered Tronc scheme. This means that you only pay tax on this, not National Insurance. This is divided evenly amongst all staff, irrespective of post and is based on the number of hours you work. For a full time member of staff, this has the potential to add between £150-£200 per week. Any additional tips collected are pooled and shared equally amongst all staff via the Tronc.

Annual retention bonus (hourly paid staff)

On the anniversary of your starting, each year, you will receive a bonus equivalent to (roughly) 1 week's extra pay. In subsequent years, this will increase to 2 weeks extra pay (after 2 years) and 3 weeks extra pay (for the third and subsequent years). This is designed to increase retention and staff loyalty. If there are outstanding disciplinary offences on record, this will be suspended until their 'spent' time is finished

Monthly knowledge bonus (hourly paid staff and junior salaried staff)

Every month, there is a monthly staff training for all staff. At the end of this there is a knowledge test for each department, testing knowledge that is important for that role. If there is a score of 16/20 a bonus of 10p an hour for that month is paid. If there is a score of 18/20, a bonus of 20p an hour is paid. If there is a score of 20/20 a £50 bonus will be paid.

Incremental Scale (salaried staff)

All salaried staff are appointed to a scale. Normally each new appointee will be appointed to the first point of a scale. Then on each 12 month anniversary in that post, there is a performance review and subject to a satisfactory review, the post-holder will go up to the next point on their scale (subject to good enough company trading)

Monthly performance bonus (salaried staff)

All senior salaried staff are eligible for a monthly bonus. This is based on their department hitting their targets for GP, staffing budget & sales. The bonus could be anything from £25 all the way up to £250, dependant on the post and performance (see the chart at the end).

Discounts

All staff are entitled to a discount when dining on shift of 70% and 20% when off shift or with friends and family. All staff are entitled to a 10% discount for any deli purchase or online purchase. Additionally, all staff if they are at work before their shift starts will be entitled to a free coffee before they start work (to encourage everyone to arrive in good enough time)

Personal Development

Each member of staff will receive a monthly 1-1 with their line manager (we expect 10 a year), plus an annual appraisal.

Each site has a monthly staff training session which includes all staff together, then split into specific departmental training)

Appropriate to the post, staff will receive other ad hoc training

We have a very strong track record of internal promotion with well over 90% of managerial posts being filled from our existing workforce

Working hours reduction initiative

In 2021, we have embarked upon a commitment to reduce all fulltime staff hours over a 2-3 year period to 40 hours (with no loss of pay). We believe it is really important to achieve a good work-life balance and better reflect more typical hours in other professional industries and avoid the excessive working hours in the hospitality industry.

What we expect as an employer

We aim to be the very best we can be as a restaurant, bar, deli and employer. We are a family owned, independent business and you will see plenty of the owners who are very participative owners. We do our level best to create a culture that is professional, strives for high standards and cares about each other and gives everyone the opportunity to grow and develop in the business, as well as enjoying being at work. We have a large proportion of our workforce who have been with us for many years, with a core who have been with us from the very beginning. In return we expect from all staff:

- Work hard and diligently, turning up on time and caring about the impact on colleagues of lateness and absenteeism
- To be honest and truthful in all their communications and say it how it is
- Not do anything to knowingly disadvantage anyone or cause unnecessary upset
- Seek solutions to problems encountered and put customers first in our business processes

Bonus schemes

2021

	Sales/other	Margins/other	Staffing/other	Other	Monthly	Notes
Site Senior Team						
GM	£83	£83	£83		£250	Overall sales, overall staffing & overall margins
Head Chef	£56	£56	£56		£167	Overall sales, Kitchen staffing & margin
DGM	£33	£33	£33		£100	Overall sales, floor staffing, bar margin
Deli Manager	£33	£33	£33		£100	Overall sales, deli staffing & margin

**Site
Management
Team**

Supervisor	£25	£25	£25	£75	Overall sales, floor staffing, bar margin
Sous Chef	£33	£33	£33	£100	Overall sales, Kitchen staffing & margin
Junior Sous Chef	£25	£25	£25	£75	Overall sales, Kitchen staffing & margin
Asst Deli Manager	£17	£17	£17	£50	Overall sales, deli staffing & margin
Bar Manager	£25	£25	£25	£75	Drinks sales, stockholding in bar to par, bar margin

Payscales (effective 17th May 2021)

Floor

Waiters/Bar	Per hour
Pt 1	£9.00

Deli

Deli Assistants	Per hour
Pt 1	£9.00

Kitchen

KP	Per hour
Pt 1	£9.00

Commis

Commis	Per hour
Pt 1	£9.21

Supervisor	43hr	Per hour
Pt 1	£21,523	£9.60
Pt 2	£21,898	£9.77
Pt 3	£22,273	£9.93

Head Barman	43hr	Hrly Eq
Pt 1	£21,523	£9.60
Pt 2	£21,898	£9.77
Pt 3	£22,273	£9.93

Assistant Rest Manager	43hr	Hrly Eq
Pt 1	£22,258	£9.93
Pt 2	£22,658	£10.11
Pt 3	£23,058	£10.28
Pt 4	£23,458	£10.46

Chef de Partie 48hr	45hr	Hrly eq
Pt 2	£22,324	£9.51
Pt 3	£22,724	£9.68
Pt 4	£23,124	£9.86

Deputy General Manager	43hr	Hrly Eq
Pt 1	£24,258	£10.82
Pt 2	£24,758	£11.04
Pt 3	£25,258	£11.27
Pt 4	£25,758	£11.49

Deli Assistant Manager	43hr	Hrly eq
Pt 1	£20,929	£9.33
Pt 2	£21,898	£9.77
Pt 3	£22,273	£9.93

Junior Sous Chef	45hr	Hrly Eq
Pt 1	£23,025	£9.81
Pt 2	£23,525	£10.03
Pt 3	£24,025	£10.24
Pt 4	£24,525	£10.45

Sous Chef	45hr	Hrly Eq
Pt 1	£24,775	£10.56
Pt 2	£25,275	£10.77
Pt 3	£25,775	£10.99
Pt 4	£26,275	£11.20
Pt 5	£26,775	£11.41

Warehouse Manager	43hr	Hrly eq
Pt 1	£22,758	£10.15
Pt 2	£23,208	£10.35
Pt 3	£23,658	£10.55

Admin & Online Manager	40hr	Hrly eq
Pt 1	£20,021	£9.60
Pt 2	£20,396	£9.78
Pt 3	£20,772	£9.96

Deli Manager	43hr	Hrly eq
Pt 1	£22,758	£10.15
Pt 2	£23,208	£10.35
Pt 3	£23,658	£10.55
Pt 4	£24,108	£10.75
Pt 5	£24,558	£10.95

Head Chef	45hr	Hrly eq
Pt 1	£28,023	£11.94
Pt 2	£29,123	£12.41
Pt 3	£30,223	£12.88
Pt 4	£31,323	£13.35
Pt 5	£32,423	£13.82
Pt 6	£33,523	£14.29
Pt 7	£34,623	£14.76
Pt 8	£35,723	£15.23

General Manager	43hr	Hrly eq
Pt 1	£28,258	£12.60
Pt 2	£29,358	£13.09
Pt 3	£30,458	£13.59
Pt 4	£31,558	£14.08
Pt 5	£32,658	£14.57
Pt 6	£33,758	£15.06
Pt 7	£34,858	£15.55
Pt 8	£35,958	£16.04