

COMPANY PROFILE

Headlines Staffing Solutions



073-777-8911

FOR PERMANENT & CASUAL STAFFING



BACKGROUND **2**

OUR LOCATION **3**

BUSINESS VISION **4**

STAFF PROFILE **5**

GALLERY OF FUNCTIONS & STAFF **6**

MISSION STATEMENT **8**

CODE OF CONDUCT **9**

RATES **10**

REFERENCES **11**



Headlines Staffing Solutions has been a market leader in the supply of both permanent and temporary staff to the Catering and Hospitality industry.

The business was registered as a close corporation in 2012.

Ck number is 2012/103315/07

Vat Number.4670276577

Income Tax Number: 9007348239

We provide staff in the form of waitrons, bartenders, food service assistants, cooks and cleaners to Hotels, Guest Houses, Conference centers, country clubs, lodges, caterers and also banks. Our core business is in the training of future waiters and other catering and hospitality staff to meet the demands of our clients through our six diamond service to their guests.



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Headlines is a market leader in hospitality services. Our core business is to provide services to the hospitality establishments. This also includes prestige dining and management of conference venues, cultural centers, hotels and private clubs.

As a progressive dynamic company, we at Headlines are concerned with economically empowering previously disadvantaged groups through job creation and enrichment.

We care about our working needs of our people.

In order to optimize and personalize our services, we focus strongly on areas that ensure we improve the quality of our services. These areas include studying and understanding our client's operation and expectations.



Headlines Staffing was established to provide an essential service to the hospitality industry. We pride ourselves in providing highly skilled and professionally trained staff for all aspects of the catering industry.

Headlines Staffing is an Empowerment Company formed with the aim of transforming services offered in the food and catering industry. We are committed to the delivery of quality professional service that is second to none.

This service has been born out of careful and thorough research in the industry. In line with our Human Capital Vision of the best people, doing the best things best, we shall strive to fulfill our obligations to customers honestly, truthfully, respectfully and reliably.

Headlines Staffing believes and upholds the view that its most valuable assets are its human resources, therefore we adopted a performance appraisal system that is aimed at maintaining a high service delivery to the customer as well as instilling a sense of purpose, commitment to duty.

The combined experience offered by the Management team calculates to a number of years, this brings a rare legendary quality service into the business and industry. The fact that we are an entirely independent company and provide ourselves with the latitude to prompt decisions that address the client's needs, demands and requirements, both in service delivery and conflict resolution. Headlines Staffing has adopted teamwork as a company philosophy to bring about a sense of belonging, sharing of ideas and success to all involved.



We have a pool of catering personnel, in access of 100 (waitrons, wine stewards, bartenders, chefs and cleaners) with a five star service training.

Our staff is trained in customer service, bearing in mind that the customer is a single entity that pays our way and should be accorded the necessary treatment and service that exceeds his/her expectations.

The Management of Headlines Staffing has vast experience in the catering and hospitality industry.

It is our aim as a hospitality service provider to offer our superb quality service to the catering customer world to the best of our ability at the most reasonable rates available on the market.

We pledge to strive to satisfy our customer's needs to the best of their expectations.

We believe as an organization that to become and maintain good quality service there is need to providing the best training and grooming to all our employees. The trust of our training is customer service and customer relationship management; because we believe there is not better business like 'repeat business'

WE PROMISE ALL OUR CLIENTS A SERVICE THAT IS SECOND TO NONE

Waitrons

- for all types of functions





Bartenders on Site





Headlines Staffing Solutions are dedicated to the creation of a new corporate concept of linked prosperity in South Africa. Our mission consists of five integral parts.

2.1. Resources Missions

- To train waitrons / bartenders
- To supply catering staff for temporal and permanent placements, weddings, anniversaries, birthday parties and many more.
- To provide a high standard of professional service at competitive rates
- To conduct on-site supervision to ensure quality control

2.2 Market Mission

To target like minded companies in South Africa that are in need of our resources.

2.3 Economic Mission

To operate the company on a sound financial basis of profit growth and increases value for financial rewards for our employees.

2.4 Social Mission

To operate the company in a way that actively recognizes the central role that business plays in the structure of society, by initiating innovative ways to improve the quality of life in the broader community, local and national, by training and placing people in jobs.

2.5 Company Vision

Headlines Staffing Solutions has installed a sense of adhering to it's principle operation in proving an ultimate quality service and the varying environmental changes and conditions even there suitable or non suitable.



1.1 The Employee Shall:

- 1.1.1 Perform his duties in a reasonable and diligent manner.
- 1.1.2 Protect and promote the interests of the Company at all times to the best of his ability with due regards to the interests of the Company and his fellow Employees.
- 1.1.3 Obey and execute with due care and skill instructions which are given to him, observe the Company's hours of work
- 1.1.4 Observe the safety rules and regulations and other instructions prescribed by Management in relation to procedure and behavior.
- 1.1.5 Unless sick, injured or absent with prior permission from Management, be present at work on each and every day and shall remain at work during his posted shift.

1.2 The Employee shall not:

- 1.2.1 Report to duty under the influence of alcohol or drugs.
- 1.2.2 Make use of drugs or consume intoxicating liquor whilst on duty and on the premises.
- 1.2.3 Use or be in possession of a dangerous weapon.
- 1.2.4 Deliberately damage or cause destruction to or attempt to damage the property of the Company or that of any client of the Company.
- 1.2.5 Commit or attempt to commit theft, fraud or forgery.
- 1.2.6 Assault a fellow employee.
- 1.2.7 Use abusive or insulting language.
- 1.2.8 Clock in any Employee or allow an Employee to clock in on his behalf.
- 1.2.9 Willfully commit an act of insubordination.
- 1.2.10 Knowingly, willfully or deliberately commit an act of gross negligence, incompetence or irresponsibility.
- 1.2.11 Commit an act of or be involved in bribery and corruption.
- 1.2.12 Make false statements.
- 1.2.13 Intimidate any other Employee of the Company or the employee of any of the Company's Client's employers.
- 1.2.14 Be absent from work without just cause.
- 1.2.15 Deliberately, knowingly or willfully reaches the terms and conditions of the Code of Conduct and disciplinary Procedure.
- 1.2.16 Sleep on duty.
- 1.2.17 Approach the client with any personal problem.
- 1.2.18 Beg or ask for food, money, clothing or any other item from the client or his employee.
- 1.2.19 Self assign without direct permission from the company.
- 1.2.20 Enter into intimate relationship with the client or any employees of the client.
- 1.2.21 Enter into intimate relationship with any employee of the company who falls directly within your reporting structure as per the Company organogram.



Headlines Staffing Solutions has got rates that are unbeatable, Competitive and Market Related. With our low rates service is not compromised.

NB: Rates differ from place to place depending on the geographical area.

Our rates are as follows per hour

Waiters
Bartenders
Supervisor
Chefs
FSA
Sculleys
Cleaners
Car Guards

Please note that our Staff work a minimum of five hours. The above rates are up for negotiations. Note that on Public Holidays additional cost will be added on according to the labour act of 1994.

LOCATION AND TRANSPORT

If location area is 25km or more outside Johannesburg - A meeting point will be arranged half way to and from. Alternatively an extra fee will be included to drop off and collect from venue/site.



These are some of our clients we have been working with, please feel free to contact them.

VIBE CATERING: 012 653 0139 / 076 680 2532 Adam - Managing Director

SUNSET BOMA CONFERENCE VENUE: 084 604 1017 Mervyn - Managing Director

REAL FOOD CATERERS: 082 884 2444 Estienne

CRADLE BOUTIQUE HOTEL: 087 353 9599 West - Deputy Manager

SA WEDDING DECOR: 083 441 8221 Chris - General Manager

