

**4\* hotel**  
**Reception staffed at all times**

**Rules for staffing**

2 people are required to staff the reception between 7am and 11pm.  
1 person is required to staff the reception overnight from 11pm to 7am.

No member of staff may work more than 8 hours in any one day.  
Staff must have at least 12 hours off between shifts of 5 or more hours.

All staff are paid the national minimum wage.

**National minimum wage (NMW)**

<b>Type of NMW</b>	<b>Hourly rate of NMW from 01.10.07</b>
Workers aged 16-17	£3.40
Workers aged between 18-21	£4.60
Workers aged 22 and over	£5.52

**Weekend staff for reception**

<b>Name</b>	<b>Age</b>
Mike Harvey	17
Shirley Jones	21
Alan Marks	24
Jennifer Bartlett	26
Sarah Parker	29
David Williams	45

## Regular Weekend Rota

(Friday 6pm to Sunday 12 midnight)

	<b>Reception</b>		
	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
12 midnight – 1am		David Williams	Jennifer Bartlett
1am – 2am		Alan Marks	Jennifer Bartlett
2am – 3am		Alan Marks	Jennifer Bartlett
3am – 4am		Alan Marks	Alan Marks
4am – 5am		Alan Marks	Alan Marks
5am – 6am		Alan Marks	Alan Marks
6am-7am		Alan Marks	Alan Marks
7am – 8am		Alan Marks Sarah Parker	Alan Marks Mike Harvey
8am – 9am		Alan Marks Sarah Parker	Alan Marks Mike Harvey
9am – 10am		Mike Harvey Sarah Parker	Alan Marks Mike Harvey
10am – 11am		Mike Harvey Sarah Parker	Alan Marks Mike Harvey
11am – 12 noon		Mike Harvey Sarah Parker	Mike Harvey Shirley Jones
12 noon – 1pm		Mike Harvey Sarah Parker	Mike Harvey Shirley Jones
1pm - 2pm		Sarah Parker David Williams	Mike Harvey Shirley Jones
2pm – 3pm		Sarah Parker David Williams	Shirley Jones Mike Harvey
3pm – 4pm		Shirley Jones David Williams	Shirley Jones David Williams
4pm – 5pm		Shirley Jones David Williams	Shirley Jones David Williams
5pm – 6pm		Shirley Jones David Williams	Shirley Jones David Williams
6pm – 7pm	Shirley Jones David Williams	Shirley Jones David Williams	Sarah Parker David Williams
7pm – 8pm	Shirley Jones David Williams	Shirley Jones Jennifer Bartlett	Sarah Parker David Williams
8pm – 9pm	Shirley Jones David Williams	Shirley Jones Jennifer Bartlett	Sarah Parker David Williams
9pm – 10pm	Shirley Jones David Williams	Shirley Jones Jennifer Bartlett	Sarah Parker David Williams
10pm – 11pm	Shirley Jones David Williams	Shirley Jones Jennifer Bartlett	Sarah Parker David Williams
11pm – 12 midnight	David Williams	Jennifer Bartlett	Sarah Parker

## Questions

## Sunshine Hotel

1

How many hours does Jennifer Bartlett work on Sunday?

-----

2

This table shows the start and finish times for each member of staff for each day during the regular weekend rota.

Complete the table by filling in the hours each member of staff worked on Sunday.

Mike Harvey's hours have been put on the chart for you.

	<b>Friday night</b>	<b>Saturday</b>	<b>Sunday</b>
Mike Harvey	-	9am – 1pm	7am – 3pm
Shirley Jones	6pm – 11pm	3pm – 11pm	
Alan Marks	-	1am – 9am	
Jennifer Bartlett	-	7pm – 12 midnight	
Sarah Parker	-	7am – 3pm	
David Williams	6pm – 12 midnight	12 midnight – 1am 1pm – 7pm	

3

How many hours will Mike Harvey get off work between his shifts on Saturday and Sunday?

-----

**4**

How much does David Williams earn over the weekend?

£ \_\_\_\_\_

**5**

Shirley Jones wants to finish her shift early at 5pm on Sunday.  
Name all the staff who the manager could ask to cover the last hour of her shift.  
Make sure the rules for staffing are followed.

-----  
-----

**6**

Mike Harvey wants to finish an hour early at 12 noon on Saturday.  
David Williams offers to start his shift one hour early.  
Explain why he is not allowed to do this.

-----  
-----  
-----