

Fast food, restaurants & cafes



Are you working in or running a business in the fast food, restaurant or cafe industry?

On this page you'll find everything you need to help you understand your workplace rights and obligations.

Find out about:

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Understand your award

Awards are legal documents that explain minimum pay rates and conditions of employment. They apply to employers and employees depending on the industry they work in and the type of job they do.

Learn more about your award with our [Fast food industry](http://www.fairwork.gov.au/find-help-for/fast-food-restaurants-cafes/fast-food-industry) (www.fairwork.gov.au/find-help-for/fast-food-restaurants-cafes/fast-food-industry) and [Restaurant and cafes industry](http://www.fairwork.gov.au/find-help-for/fast-food-restaurants-cafes/restaurant-cafes-industry) (www.fairwork.gov.au/find-help-for/fast-food-restaurants-cafes/restaurant-cafes-industry) award interactive tool.

Not sure which award applies to you? Use our [Find my award](http://www.fairwork.gov.au/awards-and-agreements/awards/find-my-award/) (www.fairwork.gov.au/awards-and-agreements/awards/find-my-award/) tool to find out.

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Find the right pay

Employees must be paid for their work in money. The amount an employee needs to be paid can depend on their age, duties and hours of work. Use our [Pay Calculator](http://calculate.fairwork.gov.au/FindYourAward) (<http://calculate.fairwork.gov.au/FindYourAward>) or download the [pay guide](http://www.fairwork.gov.au/pay/minimum-wages/pay-guides) (www.fairwork.gov.au/pay/minimum-wages/pay-guides) for your award to make sure you have the right pay rates.

Learn more about minimum wages, penalty rates, overtime and allowances on our [pay page](http://www.fairwork.gov.au/pay) (www.fairwork.gov.au/pay) .

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Record-keeping and pay slips

Employees must be given a pay slip within 1 working day of being paid.

Also, as an employer, record-keeping is important to keep your business running smoothly. It's also the law.

Find information about the kinds of records employers need to keep and what needs to be included on pay slips on our [record-keeping](http://www.fairwork.gov.au/pay/pay-slips-and-record-keeping/record-keeping) (www.fairwork.gov.au/pay/pay-slips-and-record-keeping/record-keeping) and [pay slips](http://www.fairwork.gov.au/pay/pay-slips-and-record-keeping/pay-slips) (www.fairwork.gov.au/pay/pay-slips-and-record-keeping/pay-slips) pages.

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Salary payments

An annual salary can't be less than the minimum amount an employee would have been paid under their award.

It's a good idea to check employment contracts for details of any annual salary arrangements.

An employee's annual salary must be reviewed after each year to make sure the employee was paid enough.

Best practice tip

Employers must keep track of hours worked and unpaid breaks taken by all of their salaried employees. These records must be provided as paper copies for employees to sign every pay period or roster cycle.

Reconciling records throughout the year will make it easier to avoid big mistakes and debts when it's time for the annual salary review.

Find information about the rules in your award about making an annual salary agreement by selecting your industry on our [Salary payments page \(www.fairwork.gov.au/pay/minimum-wages/salary-payments\)](http://www.fairwork.gov.au/pay/minimum-wages/salary-payments) .

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Hours of work

An employee's hours of work (including overtime) are set out in the relevant award and can be different for full-time, part-time and casual employees. Employees are also entitled to rest and meal breaks.

For more information about these entitlements, see our [Hours of work, breaks and rosters overview page \(www.fairwork.gov.au/employee-entitlements/hours-of-work-breaks-and-rosters\)](http://www.fairwork.gov.au/employee-entitlements/hours-of-work-breaks-and-rosters) .

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Calculate leave

Employees are entitled to different types of leave as long as they meet certain conditions.

Learn more about the types of leave including:

- [annual leave \(www.fairwork.gov.au/leave/annual-leave/default\)](http://www.fairwork.gov.au/leave/annual-leave/default)
- [sick and carer's leave \(www.fairwork.gov.au/leave/sick-and-carers-leave/default\)](http://www.fairwork.gov.au/leave/sick-and-carers-leave/default)
- [compassionate and bereavement leave \(www.fairwork.gov.au/leave/compassionate-leave\)](http://www.fairwork.gov.au/leave/compassionate-leave)
- [maternity and parental leave \(www.fairwork.gov.au/leave/maternity-and-parental-leave/default\)](http://www.fairwork.gov.au/leave/maternity-and-parental-leave/default) .

Calculate annual, sick and carer's leave using our [Leave Calculator \(http://calculate.fairwork.gov.au/Leave\)](http://calculate.fairwork.gov.au/Leave) .

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Interactive templates

We have free templates that will help you in the workplace. Visit our [Templates & guides page \(https://www.fairwork.gov.au/how-we-will-help/templates-and-guides\)](https://www.fairwork.gov.au/how-we-will-help/templates-and-guides) and use our new interactive template tool for a quick and easy way to tailor our templates to your needs.

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Get personalised workplace information and tools from us

Subscribe to email updates (www.fairwork.gov.au/website-information/staying-up-to-date/subscribe-to-email-updates) to get personalised workplace information from us. You can also save calculations from our [Pay Calculator \(https://calculate.fairwork.gov.au/findyouraward\)](https://calculate.fairwork.gov.au/findyouraward) and [Pay guides \(www.fairwork.gov.au/pay/minimum-wages/pay-guides\)](http://www.fairwork.gov.au/pay/minimum-wages/pay-guides) to your profile.

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What to do next

- Use our [Pay Calculator \(http://calculate.fairwork.gov.au/FindYourAward\)](http://calculate.fairwork.gov.au/FindYourAward) to check pay rates

Help for small business

- Contact the small business helpline for quick and easy access to our advisers and workplace relations information. Call the helpline on 13 13 94 and press option 3
- Find tools, resources and information you might need on our [Small business page \(www.fairwork.gov.au/Find-help-for/Small-business/default\)](http://www.fairwork.gov.au/Find-help-for/Small-business/default) .

Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.