



*Guaíco Secondary School*

*Turure Road, Guaico*

*Email: [guaico.sec@fac.edu.tt](mailto:guaico.sec@fac.edu.tt)*

*Tel: 668-4924 Fax: 691-3524*

**ADVERTISEMENT FOR APPLICATION FOR CAFETERIA CONCESSIONAIRE**

The Ministry of Education wishes to inform that applications are now open for a **CAFETERIA CONCESSIONAIRE** at **GUAICO SECONDARY SCHOOL**.

**REQUIREMENTS FOR APPLICATION:**

1. Completed Application Form (See attached).
2. Two letters of recommendation from a Principal, Doctor, Dentist, Qualified Chef/Cook, Policeman, Lawyer, Religious Leader or Health Officer or any other reputable referee.
3. Bank Statement
4. Police Certificate of Good Character (Note that if granted the concession Police Certificate for all members of staff will be required before signing of contract)
5. Copy of National Identification Card (Original to be produced at interview)
6. Copy of Valid Food Badge (Original to be produced at interview)
7. Daily Breakfast and Lunch Menus (Nutritional Meals) with Price Listing
8. Beverages List with Price Listing (No soft drinks)
9. Snacks List with Price Listing
10. A written proposal on the cafeteria operations inclusive of:
  - Cleaning schedule,
  - Meal preparatory process, indicating if meals will be prepared onsite (in the school's cafeteria) or offsite,
  - Use of head ties/food nets and gloves,
  - Quality and type of meals and other products,
  - Storage of food,
  - Number of staff members and how they will be deployed,
  - Training of staff in customer service and dealing with customers of school age,
  - Appliances and equipment to be supplied,
  - Work plan must include risk assessments/checks and other planning documents e.g. plan of scheduled meals for each day of a specific week, how operations are to be implemented e.g. roster of staff members for specific duties, plan must ensure adherence to School and MOE policy and guidelines, plans to ensure readiness for reopening at start of each term, etc.

**Applications will not be processed unless all documents listed above are submitted.**

Kindly submit your completed application form with required documents in a sealed envelope labelled "**GUAICO SECONDARY SCHOOL RE APPLICATION FOR CAFETERIA CONCESSIONAIRE**" at the **North Eastern Education District Office**.

**Deadline for Applications: September 27, 2024.**

***Shortlisted applicants will be contacted for interview.***

**GUAICO SECONDARY SCHOOL**



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**APPLICATION FORM**

**CONCESSION FOR SCHOOL CAFETERIA**

**TO: Permanent Secretary,**  
Ministry of Education

I, .....  
of .....  
do hereby apply for the concession to operate a cafeteria at the  
..... School  
and offer a premium of \$..... per school year. Attached are the required  
documents as stipulated in the advertisement.

1. If I am awarded this concession, I shall:-
  - a) pay the first premium of \$.....  
to the Principal, ..... School  
within seven (7) days of being notified of the award; I will also pay the sum of  
\$5,000.00 to the Principal representing the Caution Money within two weeks of  
commencement of the contract;
  - b) pay the remaining termly premium before the commencement of each term;
  - c) begin to operate the concession within thirty (30) days of my being notified of the  
award. I understand that the period of concession will be one (1) year from the date  
of commencement;
  - d) observe all terms and conditions governing this policy as set out overleaf.
2. I fully understand that if it is found necessary to terminate this concession through any  
default on my part, my Caution Money will be used to meet any expenses Government may  
incur as a result of such termination.
3. I agree that this tender, together with the Terms and Conditions as set out in the official  
policies and guidelines of the Ministry of Education and the letter of acceptance from the  
Permanent Secretary, Ministry of Education will form a binding contract between the  
Permanent Secretary and myself upon the payment of the Cash Performance Deposit.

.....  
**Date of Application**

.....  
**Signature of Applicant**