



Valencia Secondary School

Oropouche Rd
Valencia
Trinidad and Tobago
West Indies

General Office Phone: (868) 667 9721
Fax: (868) 667 9912
Principal's Office: (868) 667 9650

Email: valencia.sec@fac.edu.tt
Email: valenciasec@gmail.com

Appendix F

ADVERTISEMENT FOR APPLICATION FOR CAFETERIA CONCESSIONAIRE

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

REQUIREMENTS FOR APPLICATION:

1. Completed Application Form (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 of the applicant. (**Note** that if granted 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. Procurement Depository Registration Number
8. Daily Breakfast and Lunch Menus (Nutritional Meals) with Price Listing
9. Beverages List with Price Listing (No soft drinks)
10. Snacks List with Price Listing
11. 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,



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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, plan to ensure readiness for reopening at start of each term, etc.

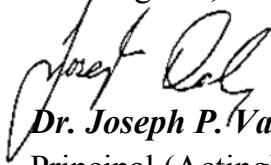
Applications will not be processed unless all documents listed above are submitted.

Kindly submit your completed application form with required documents in a **sealed envelope** labelled "**VALENCIA SECONDARY SCHOOL RE: APPLICATION FOR CAFETERIA CONCESSIONAIRE**" at the **North Eastern Education District Office Corner Savi Street Boodooville Sangre Grande.**

Deadline for Applications: Friday 27th September 2024

Shortlisted applicants will be contacted for interview.

Kind regards,


Dr. Joseph P. Valley
Principal (Acting)
Valencia Secondary School

