

DATE: 20<sup>th</sup> March 2025

STAMP

## **Appendix G**

### **ADVERTISEMENT FOR APPLICATION FOR CAFETERIA CONCESSIONAIRE**

The Ministry of Education wishes to inform that applications are now open for a CAFETERIA CONCESSIONAIRE at Arima North 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. 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, 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 "ARIMA NORTH SECONDARY SCHOOL RE APPLICATION FOR CAFETERIA CONCESSIONAIRE" at the North Eastern Education District Office.

**Deadline for Applications:** 28<sup>th</sup> March 2025

**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 termly premium of \$.....  
to the Principal of ..... 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 document, together with the Terms and Conditions as set out in the official policies  
and guidelines of the Ministry of Education and letter of provisional acceptance from the  
Permanent Secretary, Ministry of Education will become binding upon the signing of the contract  
between the Permanent Secretary and myself upon the payment of the Cash Performance Deposit.

.....

**Date of Application**

**Signature of Applicant**