



# **CLAREMONT COLLEGE**

## **Employment as Canteen Manager**

March 2019

# **TABLE OF CONTENTS**

1. INTRODUCTION

2. SCOPE

3. STATEMENT OF REQUIREMENTS

4. QUALITY REQUIREMENTS

5. IMPLEMENTATION TIMETABLE

6. PROBATION PERIOD

7. INFORMATION TO BE COMPLETED AS PART OF YOUR PROPOSAL

8. EVALUATION CRITERIA

## **1) INTRODUCTION**

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Claremont College is a thriving co-educational Anglican Primary School situated in Randwick, with approximately 380 students from Kindergarten to Year 6 and a staff of 55.

For further information regarding our school please visit our website

[www.claremont.nsw.edu.au](http://www.claremont.nsw.edu.au)

## **2) SCOPE**

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Claremont College is seeking to employ a Canteen Manager, guided by healthy food choices and appealing food options, to

- Provide canteen services to Claremont College students and staff during school days, for recess and lunch, with healthy food options. The canteen services are required from 8.30am to 2.30pm every day that students are at school. Canteen services may also be required during non-school term days when required.
- Parents who can access healthy food take away options for family dinners during school days only.
- Cater for staff lunches, visitors, special functions and events from time to time.
- Operate with our third party online ordering system (Flexischools) for all school canteen sales.

### **Opening Hours**

The opening hours for the canteen will be from 8.30am to 2.30pm on school days at a minimum. Additional catering will be required for school events or meetings which will take place during school days and also non-school term dates and outside school hours. The applicant's submission must include how they intend to operate the canteen and their proposed opening hours.

### **Equipment**

The following equipment and services are provided by Claremont College for use by the tenant –

- Hot and cold water supply, sink and hand washing facilities
- Benches and counter tops, power points, lights and fittings
- Fridges – 1 x 2 door fridge
- Freezer – 2 x door upright
- Commercial Dishwasher
- Microwave
- Basic kitchen items - saucepans, toasters, crockery, utensils

Information relating to repairs and maintenance of the area and the fittings and equipment is included in the proposed contract. Insurance requirements are also covered in the proposed contract.

### **3) STATEMENT OF REQUIREMENTS**

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#### **Outputs to be delivered**

Provide canteen services to Claremont College students and staff during school days, for recess and lunch, with healthy food options. The canteen services are required from 8.30am to 2.30pm every day that students are at school. Additional catering will be required for school events or meetings which will take place during school days and also non-school term dates and outside school hours.

The college is guided by the Healthy Kids Association Inc. policies and requirements accessible at <http://www.healthy-kids.com.au>

Canteen Services will include arranging recess and lunch ordering processes and serving students and staff during breaks (before school, at recess and lunchtime.) The successful applicant will be required to work with the school to manage the operation of the canteen, being responsive to meet the needs of the school and to actively promote a positive branding image for products and services.

It is important that the canteen adopts an environmentally friendly approach to provide sustainable options within their operations. This includes (but is not limited to) the packaging options for food and drink items.

As the successful applicant, a positive, collaborative school relationship is important. You will be required to work collaboratively with parent volunteers and form a positive environment within the school community. We look forward to a path that builds strong, mutually respectful, trusting relationships and open communications across all aspects of our wonderful school community.

#### **Handover process**

The successful applicant will be ready to commence business at the beginning of Term 3, 2019 or sooner.

#### **4) QUALITY REQUIREMENTS**

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Food served from the canteen to students and staff must conform with Healthy Kids Association Inc. policies and option guidelines accessible at <http://www.healthy-kids.com.au> and guided by Workplace Health and Safety Practices.

Menus and pricing will require prior approval by the Principal and/or School Leadership Team (**SLT**) and permission will need to be gained from the same team to adjust pricing for canteen items in a timely manner to enable the college to communicate with families within the college.

The college has a Positive Behaviours Approach. Respectful relationships between all people, based on the notion of both giving and receiving respect, is characteristic of the culture of the college, and a requirement for the operation of canteen.

Food served to the students will be a selection of fresh and healthy options whenever possible. Value for money is expected across all products and sample menus and process should form a key part of any submission.

Claremont College is committed to providing a high level of customer service and requires that the operator and staff share this commitment.

The Principal and/or a member of the SLT and the operator (or a representative) will consult on a regular basis at least quarterly, in respect of the provision of canteen services.

#### **5) IMPLEMENTATION TIMETABLE**

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After the tendering process is complete, the lease will commence on the first day of Term 3, 2019 (this date is negotiable) or sooner.

#### **6) PROBATION PERIOD**

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This position is based on a six month probation period, where you will engage in a meeting with the Principal or his delegate to review if this position is the best fit for you and the college. Following this, the arrangement is reviewed annually and discussed as part of a yearly appraisal meeting.

## **7) INFORMATION TO BE COMPLETED AS PART OF YOUR PROPOSAL**

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The following information should be provided with your proposal as a minimum –

An up to date resume highlighting:

- Information that clearly demonstrates an ability to operate a canteen service at the site
- Full details of any relevant business/management experience
- A copy of your proposed menu and price list
- Copies of all food handling licences and other relevant information
- A plan describing your environmental friendly options for the canteen
- Vision Statement (in 300 words or less) outlining the aims and goals of the service provider , staff and the wider school community

The following information should be provided with your proposal as a minimum:

- The contact details of 2 referees
- A Current Working with Children Check
- Any additional information you may wish Claremont College to consider as part of your proposal

## **8) EVALUATION CRITERIA**

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All tenders that are received by the due date will be assessed on the following basis:

- Relevant Experience - applicants must demonstrate experience in undertaking projects of the same or a similar nature indicating the size, scope, complexity and involvement of their organisation in these projects
- Exceptional interpersonal skills, particularly when relating to young people, including evidence of a current Working with Children Check for all staff and contractors.
- Relevant Technical and Organisational Capacity – applicants must demonstrate that they have the capacity to undertake a project of this nature by indicating relevant personnel, systems and other resources which will be applicable to operating this business
- Commitment to adhering to policies and practices which guide healthy food options and safe and respectful work practices, including Workplace Health and Safety
- Responses to Evaluation Criteria
- Draft of implementation plan, menu options and pricing.
- A 30 minute presentation required by all shortlisted applicants will be required.

All tender submissions need to be marked:

**Tender for Canteen**

**Attention: Mr Doug Thomas**

**Claremont College**

**30 Coogee Bay Road, Randwick NSW 2031**

**or email: [office@claremont.nsw.edu.au](mailto:office@claremont.nsw.edu.au)**

It is the responsibility of the applicant to ensure that the tender is received by:

**12.00pm (noon) on 5 April 2019**

It is anticipated that short-listed applicants will be invited for interviews the week commencing 8 April 2019.

All enquiries please contact

Mrs Rochester – ph. 9399 3217