Provision of School Canteen Services, 2017-2021

28 September 2017

To whom it may concern,

Great Ryrie Primary School is currently seeking expressions of interest from suitably experienced and capable operators, who can offer healthy and nutritious food to staff and students, for the provision of school canteen services during the Victorian school year of 2017, with an option to extend provision to the end of the school year in 2021.

Ideally we are seeking proposals from service providers, who can offer students and staff with,

- a lunch order service 5 days per week,
- over the counter snack sales at recess and lunch, 5 days per week,
- an online ordering service.

The school has a fully equipped canteen, which is located in the foyer of the Brian Allen Hall. Some equipment, including refrigerators, freezers and pie warmers, are the property of the current provider.

For service providers who choose to run operations from the school’s canteen facility, as is currently the case, we will expect remuneration to the school commensurate with the hours of access required to the facility.

For operators who wish to provide an offsite business with delivery to the school we will require an implementation strategy that will ensure that food is delivered efficiently to the school on a daily basis with hot, cold and frozen items available to students at the correct serving temperature.

Great Ryrie Primary School currently has 515 students aged between 5 and 13 years, in 22 classes from years F-6. Our long term enrolment projections are for an annual enrolment of between 495 – 510 students over the next 5 years.
As well as providing lunches and snacks for students, there will be opportunity for the provider to cater for other school functions.

Proposals should include a business profile, all appropriate insurances, safe food handling and work safe assurances, as well as the contact details (including email addresses) of at least three confidential professional referees.

We also require a copy of a sample menu and an outline of your experience in the provision of healthy and nutritious food and a strategy for the provision of emergency lunches, for those students who come to school without lunch and whose parents cannot be contacted to provide one.

Attached are;
1. The Great Ryrie Primary School Canteen Policy,
2. The standard Department Of Education and Training School Council Canteen Licence,
3. The current statement of shared responsibilities for the care and cleaning of the Canteen and Brian Allen Hall.

Great Ryrie Primary School is committed to implementing a culture of child safety, inclusive of all school environments, in and outside of school hours and practices zero tolerance of child abuse. Canteen staff will be required to provide a current working with children's check.

Timeline:

- October 10: 2PM-3PM, School Tours for prospective providers
- October 17: 4PM, Applications Close
- October 27: Anticipated date for Interviews for shortlisted providers
- November 2: Anticipated date for Signing of Licence Agreement

Yours sincerely,

Doug Elliott
Principal