



### **Catering Services Vacancy**

We are looking for a professional and experienced catering company that can provide high-quality food, exceptional service, and attention to detail. Our organisation is a tertiary institution that offers education to local and foreign students hence, there is need for a highly experienced catering company that can prepare quality meals and maintain the kitchen and dining hall at world class standards.

Please find below the basic requirements for our catering needs :

#### **Date and Time**

- Days of service : Monday to Friday
- Lunch everyday and Dinner on Wednesdays.
- Weekends only on special occasions
- Start Time : 8am
- Finish Time : 4pm & 6pm on Wednesdays

#### **Services Required :**

- Menu Planning and Customization
- Food Preparation and Presentation
- Serving Food at meal times
- Clean up Services of the work place and the hall/dinning at large
- Assisting with offloading inventory items
- Any other duties as assigned

#### **Items offered**

- Food is provided
- Cooking Utensils are provided
- Cleaning Materials and utensils are provided

#### **Requirements**

- Catering licence
- Certificate from the City Health Department
- Professional and qualified staff
- Flexibility and adaptability
- Food safety and hygiene
- Experience not less than 5 years
- Not less than 4 recommendations from established companies

## General Terms and Conditions

- a. The contract shall remain valid for up to 31<sup>st</sup> July 2024, from the date of commencement. Extension/renewal of the contract will be on mutually agreed terms and subject to satisfactory/ good performance. The contract system is a bi annual approach, which includes an AJU customer satisfaction evaluation that will determine the contract renewal.
- b. If any time during the period of contract, it comes to the notice of the University that the Agency has misled the University by way of giving incorrect/false information, which has been material in the award of Contract to him/her, the contract shall be liable for termination besides other legal action which may be initiated against the catering company or the owner partners/ directors or any person responsible for the affairs of the company under law.
- c. The caterer needs to provide police verification and medical report for TB, Contagious diseases etc. of all his/her workers within 12 days of award of the contract. If necessary, AJU will have right to get the Medical Certification/ Documentation.
- d. The caterer will have to submit an affidavit at the time of signing the agreement indicating that all employees of the contractor are paid minimum wage as per Minimum Wages Act and other statutory benefit from time to time as per Labour Laws of Zimbabwe.
- e. The contractor shall ensure regularly that all his/her employees handling food are not having any contagious diseases. Failure to comply will be regarded as a breach of Contract.
- f. The Contractor will ensure that neat and clean Uniform and aprons are used by his/her employees handling food at all times. Every employee so appointed by the contractor shall wear the prescribed uniform to be provided by the contractor at his own cost.
- g. The contractor will ensure that his/her employees do not loiter around the University premises. In case of any loss caused by the contractor's employees, the contractor will be responsible.
- h. The contractor shall not deploy any minor less than 18 years age (child labour) for work at AJU.
- i. The contractor shall not engage the services of any sub-contractor or transfer the contract to any other person. If, it is found at any time that the contractor is unable to provide the needed services and has sub contracted to any other party, AJU shall have the right to terminate the contract and to forfeit all security deposits by giving one months' notice.
- j. The contractor should have an updated valid tax clearance.
- k. The contractor shall not use the canteen premises for any other activities except for the purpose for which it has been provided for. No residence or dormitory use is permitted.
- l. Procurement of cooking gas or any cooking fuel/ mode, will be responsibility of the University. The University shall, maintain adequate stocks of Gas cylinders their refills, food grain, grocery and other eatables for the satisfactory and efficient running of the Dinning. The quality of foodstuffs and eatable shall be as per the standard required by the University.
- m. All running expenses like water, electricity bills shall be paid for by the University.
- n. SPEACIAL DIET: The contractor is required to provide for students and staff that do not take oil, salt, different types of meats, starch, etc. The University will provide names and signed documents allowing the contractor to make the specified meals.

- o. The contractor should ensure cost cutting by: (1.) advising AJU where necessary and (2) reducing food wastages at all times.

**How to Apply**

Provide us with a detailed proposal outlining the services you can offer, including menu options, pricing for your labour, additional charges if any, and any customization possibilities. If possible, please also send some testimonials from your previous clients.

Your application and all the information required should be addressed to the bearer below on or before 29th January 2024.

**The Administrator  
Arrupe Jesuit University  
16 Link Road Mt Pleasant  
Harare**



If you have any questions or require further details, please do not hesitate to contact the organisation @ [minister\_administrator@aju.ac.zw and privychoto2121@gmail.com] or [0778553793 or 0777216016].