

ADMINISTRATIVE PROCEDURE 517 SECTION: BUSINESS ADMINISTRATION	
Adopted/Original Date of Issue	2004
<input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised	2024
Next Review Date	2029
Contact	Corporate Services

CAFETERIA

BACKGROUND

The District will provide a cafeteria operation in schools when such an operation is required. Cafeteria operations will be provided by contracted services.

PROCEDURE

Where the cafeteria operations are provided by contracted services, the District and the cafeteria operator will enter into an agreement that will provide the following.

1. The cafeteria operator will acknowledge that prior to the execution of the agreement the cafeteria and equipment have been inspected and satisfactorily comply with the obligations of the District hereunder.
2. The cafeteria operator will covenant to use the cafeteria and equipment for no other purpose than those purposes contemplated by the agreement.
3. The cafeteria operator shall not represent themselves as a servant or an employee of the District.
4. The cafeteria operator shall not assign/subcontract the agreement without the written consent of the Director of Education or designate.
5. Tendering
 - a. All school cafeteria contracts shall be reviewed and the Principal or designate shall report to the Superintendent of Business – Corporate Services not later than April 30th of each year on the status of the incumbent cafeteria operator including price increases as may be requested by the cafeteria operator.
 - b. Tenders for the cafeteria services shall be submitted to the Request for Proposal (RFP) Evaluation Team (which will include the Principal or designate). The RFP

Evaluation Team will make its recommendation to the Superintendent of Business – Corporate Services.

LEGAL REFERENCES

Education Act, s. 171(1) 37
Policy/Program Memorandum 150 – School Food and Beverage Policy

RCDSB REFERENCES

Administrative Procedure 305 Food and Beverage

Procedure History

Approved:	2004; December 2015; February 2017
Reviewed:	December 2015; February 2017; January 2024
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