



16 Oct 2024

Ref: BBSS24-521

Notice of Vacancy & Application of Hot Drinks & Snacks (Halal) Canteen Stall

Dear Interested Parties,

Bukit Batok Secondary School is a single session school with an estimated enrolment of 1190 student and about 130 staff.

Our canteen operates from Mondays to Fridays, 6.00am to 3.00pm during the school term. We have 01 canteen stall vacancy currently.

Details of the advertisement as posted on our school website are as follows:-

Type of Stall	Closing Date	Requirements
Hot Drinks & Snacks (Halal)	30 th Nov 2024	NIL

Application Procedure

1. Download and complete the application form available below. You may also request for a hardcopy from the School's General Office.
2. Attached the following documents together with the application form
 - Photocopy of the NRIC (front and back)
 - List of proposed menu and pricing for all items
 - Photocopy of relevant certificates such as Basic Food Hygiene Course, etc
3. Submit the completed application form and documents by closing date via email OR to the School's General Office.
 - Address: 50 Bukit Batok West Ave 8, Singapore 658962
 - Contact Number: 6379 9413
 - Email: bbss@moe.edu.sg
 - Contact Person: Mr Johari Osman / Mr Lee Teck Heng / Mr Shukri

How to get there

- Nearest MRT Station: Bukit Batok with feeder bus services – 941 & 991
- Bus Services: 66, 66B, 157, 174, 174E, 178, 506, 870, 941, 991

Interest applicants must meet the following criteria:

- Singapore citizen or Singapore Permanent Resident (SPR) for stallholder and stall assistant.
- Able to provide good service, good variety and quality food with reasonable prices determined in consultation with the school.
- Able to provide cooked food that meets the health / nutritional standards set by the Health Promotion Board (HPB) under the “Healthy Meals in Schools Programme (HMSP)” guidelines.
- Able to maintain high standard of food safety and personal hygiene.
- Healthy and fit to operate the stall.
- Must be in personal attendance at the stall during operating hours.
- Prior experience in running a school canteen stall is an added advantage.

Applicants should preferably fulfil the following criteria:

- Successful applicant and stall assistant(s) must possess the WSQ Basic Food Hygiene Certificate.
- Possess catering experience or experience operating in a school environment.
- Successful applicant is required to apply for a food stall license from
- Singapore Food Agency (SFA). They may apply the License from GoBusiness website.

Shortlisted applicants will be notified for an interview and will be required to provide food sampling for the School Canteen Selection Committee at the applicant's own expense.

APPLICATION FOR CANTEEN STALL IN EXISTING SCHOOL

Important Notes:

- 1) The completed application form is to be submitted to the school before the closing date.
- 2) Basic requirements for application to operate a canteen stall:
 - Able to provide good service and quality food at reasonable prices;
 - Able to observe high standard of food and personal hygiene;
 - Must be able to be in personal attendance at the stall during the whole of its operation hours; and
 - Other criteria as set by the school.

Name of School :	Address:
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I) TYPE OF STALL (Please tick in the appropriate box provided and indicate the type of food items to be sold)

- Chinese Cooked Food
 Muslim Cooked Food
 Hot Drinks & Snacks
 Cold Drinks
 Others: Pls state: _____

S/No.	Food Item	Proposed Selling Price

(Pls use a separate sheet of paper if there is insufficient space)

II) PARTICULARS OF APPLICANT

Name (as in NRIC):	Singapore NRIC No: (Pink/Blue)*					
	S					
Address (as in NRIC):	Age :	Sex: F/M*	Tel/HP No:			
	Marital Status : Single/Married/Divorced/Widow/Widower*					
Postal Code	Occupation :			Income (Per month):		

III) CATERING EXPERIENCE

Years of experience in catering:	Certificate of Basic Food Hygiene Course: Yes/No*	
Past catering experience:		
Company/Organisation	Position	Service Period

If you had ever been appointed as a school canteen stallholder, please complete the following:

- Name of the last school served : _____
- Years of Service : _____ Date of last day of service : _____
- Reasons for leaving: _____

IV) PARTICULARS OF #FAMILY MEMBER(S) AND/OR DEPENDENTS IN THE SAME HOUSEHOLD

Name	Age	Relationship	Occupation #	Gross Income

V) PARTICULARS OF #FAMILY MEMBER(S) IN THE SAME HOUSEHOLD WHO ARE CURRENTLY CANTEEN STALLHOLDERS IN OTHER SCHOOLS

Name	NRIC NO:	Name of School	Service Period e.g. 2013 to present

#Family member(s) in the same household refers to family members staying in the same address.

VI) DECLARATION

I declare that the information given in this application is true and correct and agree to abide by the decision of the School Management.

Signature of Applicant: _____

Date: _____