

Catering Specification

The Masonic Hall,

Beverley Road,

Hull

Introduction

- **Self Employed Manager Chef.**

The Board of Directors and Executive Management team are looking to Replace our current Service Provider who is retiring in April 2020.

The Post is Based at the Hull Masonic Hall 69 Beverley Road Hull HU3 1XL, where we operate from and this will involve providing meals to all Masonic Lodges who meet at the premises and outside lets who rent the premises for functions.

The times of Lodge meetings varies, but the majority are in the evenings with Lodge meetings commencing at 6.00pm to 6.30pm with some that meet in the daytime, a full schedule is provided.

All Lodges have a Festive Board after their meetings which usually consists of a 3-course meal, but this can vary across the spectrum of the provision.

The Manager Chef will be hands on in food provision and will employ their own range of staff to assist in the overall food provision, from preparation, cooking, serving all courses and cleaning down and washing up after all meal provision.

The following information is the Catering Specification requirement that has been prepared to assist in providing a cost for this service, which will be the means by which the Manager Chef will be paid for their service and will also assist in payment of appropriate staff to assist in the service provision.

The kitchen in the Masonic Hall is only to be used for the sole purpose of providing meals to the building.

All bookings for the use of the Premises must go through the Board Secretary.

Service to provided from 11am to 11pm as per requirements of the lodges set out in Appendix 1

There will be no charge to the caterer for utility services

No Masonic Catering services are required on Good Friday, Easter Day, and Christmas Day

Outside Organisations may meet on these days by prior arrangement via the Board Secretary and booking the premises accordingly and with the Caterer.

Annual review of costings will take place with the Management Executive Committee at a date and time to be agreed, usually September each year with a view to any new cost or alterations agreed commencing the following January.

8 Craft lodges meet monthly, 1 Craft lodge meets quarterly, 5-Chapter lodges, 4 Mark lodges, 5 side degrees, Private and Masonic lets across the year.

Further information in Appendix 1, Orders that meet at Beverley Road Masonic Hall,

Information on Lodge Numbers attending by month and Masonic and Private lets over the year.

- **Kitchen Food Safety**

All food provided by the caterer with relevant food safety regulations currently set down by the Food Safety Act 1990 and any further Food Hygiene Regulations made under the act including The Food Safety (General Food Hygiene) Regulations 1995, The Food Safety (Temperature Control) Regulations 1995, The Food Premises (Registration) Regulations 1991 (amended 1997).

As proof of due diligence, the caterer must produce a Food Safety Policy. The information to be given to the Management Executive Committee.

Kitchen Audits will be carried out by the Management Executive Committee periodically, usually on a quarterly basis.

The Kitchen currently holds a Food Hygiene Rating **5** given by Hull City Council Environmental Health Department. This standard must always be maintained by the caterer .

It is the responsibility of the caterer to prepare and cook meals as requested.

It is the responsibility of the caterer to keep the kitchen and equipment clean at all times. It is expected that the kitchen and equipment used will be cleaned down after every service provision.

It is the responsibility of the caterer to report any defects that occur in the kitchen area to the Management Executive Committee.

All pots and table settings and food items left after each service delivery must be cleaned away immediately and be washed up and all pots etc put away ready for the next service. No food items are to be left open in the kitchen at any time it is not in-service use.

All food that is consumed on the premises is to be arranged through the caterer.

Catering complaints must initially be dealt with by the caterer at the time of the function and then will be advised to the company secretary. These will be investigated by the board member responsible for catering issues who will then discuss with the caterer.

- **Kitchen and Catering Equipment**

The Masonic Hall Kitchen is fully fitted out and comprises a **Preparation Room** with appropriate stainless-steel preparation tables for food preparation with large Fridge and Freezer facilities and wash hand basin

The **Main Cooking Area** has in it 2 large gas ovens and tops, toaster, microwave, Bain maries, hot cupboards, frying facilities and preparation tables wash hand basin and other loose equipment and extraction equipment all fully compliant.

There is a main **Washing up Room** with large sinks and large dishwasher and milk fridge and wash hand basin and stainless steel food storage racks, off this area is a **Large Store room** for the storage of all catering and cooking utensils all available for use along with all crockery and appropriate Cutlery for all occasions

The main back door leads out from the rear porch to the yard where appropriate sized waste bins are located for waste segregation, within the porch area are 2 further smaller fridges and a freezer

There is a further door off the pot wash area which leads into the large rear courtyard with a path leading down to the rear gate where on the outside wall is a large red lockable chest for the secure delivery of food items delivered to the hall, which the caterer will be expected to use on a daily basis.

The caterer will be able to view the premises as part of the Tendering process so he can assess for his own purposes what is available to provide the service.

- **Dining arrangements**

Dining arrangements, numbers attending, seating plan, times, menu and costs should be agreed 3 working days in advance of the function. The Caterer will provide all meals as requested by each Lodge. There are NO minimum numbers.

Private functions should be confirmed in writing directly with the caterer.

Dining and waiting staff charges will be paid direct to the caterer at the time or before the function. The start time of the meal must be agreed with the caterer.

Maximum numbers of diners allowable in the Dining room is 120 to comply with Health and Safety, Fire Regulations. A comfortable 100 seats are better depending on the type of function.

Other dining can be catered for in the Front Reception Room area which with appropriate seating layout can comfortably seat up to 30 people.

All functions must be finished by midnight. Bar facilities are only available up to 12 Midnight on any occasion

Late running of meetings or functions, the user will inform the caterer of situations when the meeting is running late so causing a delay to the start of the meal. The caterer has the right to make charges for any meal that is cancelled within 5 days of the function date.

When booking meals special dietary requirements needed will be given i.e. vegetarian, Gluten free, etc. the Caterer must also follow the regulations regarding allergens and display information accordingly.

Table setting, Some Lodges pay separately for the Caterer to set up and prepare the dining tables to accommodate all agreed number of diners at a meeting.

- **Health and safety**

Public Liability and Employers Liability Insurance must be held by the caterer.

Access to the building is via the side entrance door. Keys and alarm fobs will be issued to the caterer. The Caterer will sign in on the appropriate paperwork in compliance with the building policy.

The Caterer is responsible to access and egress of the building ensuring lights and equipment is turned off at the end of the function in the kitchen and to alarm the building, accordingly, ensuring they are the last people to leave the building.

The Caterer must provide **contact details** to the Masonic Hall and the Management Executive Committee e.g. mobile phone numbers and email address, so these are available to all Masonic Lodges etc for contacting for discussions about meals and orders.

- **Training**

Food safety qualifications of catering staff must be commensurate with the job title they hold. It is the responsibility of the Caterer to ensure that all staff employed or used have and maintain the correct level of qualifications.

All records of food safety training must always be held on the premises and be up to date .

- **Cleaning**

The Deep clean of the kitchen and subsidiary areas will occur once a year in the last 2 weeks of August each year and will be the responsibility of the Management Executive Committee at Beverley Road.

It will be the Caterers responsibility to empty the kitchen of light and movable equipment in agreement with the Management Executive Committee when the annual kitchen clean occurs and to put back after cleaning.

- **Menu**

A single item will need to be chosen for each of the required courses for each meeting. This is not a multi-choice menu at the time of the function.

Variations in the menu to suit dietary or religious needs must be accommodated.

Sunday lunches and themed dinners can also be available in addition to the standard menu. These would need to be agreed separately with the Caterer.

- **Holidays and Sickness**

It is the Caterers responsibility to ensure a service is provided with qualified and responsible catering staff to cover all holidays and periods of Sickness cover of all Staff employed by the Catering Contractor to provide our services.

- **Car /Vehicle Registration System.**

The Masonic Hall operates a car/vehicle registration recognition system and all of the Caterers own vehicles and those of their staff must ensure they register their vehicle every time they enter the premises by using the iPad registration which is located in the entrance hall and bar areas of the building. Permanent Users can be pre-registered via the Board Secretary if permanently based in the premises. Failure to do this will result in a £100 fine.

- **Notice /Termination.**

The agreement to provide these services can be terminated by either Party by giving 3 months' notice to cease the service.

- **Contract Start Date**

The existing Service Provider is retiring at the end of the Tax Year 5th April 2020

The new Contractor will be expected to commence providing the Service from Monday April 6th, 2020.

- **Existing Catering Staff.**

The current Service Provider does employ directly on an ad hoc basis a chef, and kitchen assistants, for preparation, serving, washing up and clearing away on a regular basis and these staff are the responsibility of the current Service Provider.

The new Service Provider should discuss with the existing provider if there are **any TUPE Regulation issues** regarding transfer of staff to carry out the duties currently being provided, to see whether they wish to continue in their service provision.

Waiting Staff are employed on an ad hoc basis as and when required from a range of experienced male and female staff who have carried out these duties across the various Masonic Halls as required.

- **References**

The Caterer will be required to supply with their bid for these services the full names and address of 2 bona fide persons/ companies who can supply references to vouch for the future Service provision that we are asking to be provided. These will be taken up by the Executive Management Committee.

- **Specification Pricing.**

In order for the Management Executive Committee and Board of Directors to be able to judge a suitable contractor you are asked to price the work based on the provision of costs that will cover all the Caterers Costs in the provision of the Meal Pricing and the Caterer will need to adjust his staff according to the provision of meals for each service to include all preparation all cooking and serving of all meals and all washing up and clearing away fully after each service.

The Caterer is asked to provide a cost for a 2, 3 or 4 course meal

i.e. 2 Courses, Starter and Main Course, or Main Course and Dessert Course.

3 Courses, Starter, Main Course and Dessert Course.

4 Courses, Starter, Main Course, Desert Course, Cheese and Biscuits.

All courses are usually followed by Tea or Coffee and on Special occasions, i.e. Lodge Installations, Mints etc,

Carvery Buffets, 2 or 3 meat courses or a fish course plus a vegetable variety or salads, depending on time of year.

Finger Buffets, with a good variety of sandwiches, sausage rolls, vol a vent, scotch eggs, quiches, salads, pickles etc usually supplied in a finger buffet.

The caterer will be expected to provide a sample of **typical menus** of each of the courses that they can provide and when appointed they will be expected to provide a range of menus to cover 2, 3, 4 courses and what will be included in Carvery and Finger Buffets, all costed appropriately, for discussion with the Masonic Lodges and outside lets accordingly

To assist the Caterer in judging Numbers attending lodge meetings, we have supplied this information for the past 9/12 months to give the caterer an idea of numbers of meals that need providing for each lodge and this will give the caterer an indication of staff numbers required to provide the service. All Numbers for the meal provision will be given at least 3 days prior to a meeting for the Caterer to be able to order the correct amount of raw foods etc and to be able to staff the requirement accordingly.

It is generally accepted that lodges will require 3 courses plus tea, coffee. All bookings and confirmation of meal choices must be made at least 3 days prior to the event.

- **Food Quality.**

The Caterer will be expected to maintain a high standard of meal quality at all times.

- **Catering provision**

There are 2 separate spreadsheets attached to this specification which set out when all Lodges meet across a 12-month period and the likely numbers catered for in the past 12 months and similarly for extra Masonic and Private lets to the premises where food is provided.

There is also a list of all lodges who meet at the premises and when across the year.

These numbers are totals reckoned up from this information

Functions	Total Meetings	Attendances	
Masonic	141	4343	Average attendance is 36
Masonic Lets	16	984	
Non-Masonic Lets	14	870	

- **Adjudication of Tenders**

This will take place during December 2019 and January 2020.

Interviews with successful bidders will be arranged hopefully in January and this may include the provision of a meal, content to be decided for the Board of Directors, to be able to judge the quality of the service to be provided.

This will be agreed with the Management Executive Committee when we have shortlisted to a maximum of 3 providers for the service. This is subject to further discussion.

**HULL MASONIC HALL COMPANY
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