

Expression of Interest document regarding the management and operation of the Cafe located in Deaf Village Ireland

Introduction

Deaf Village Ireland is a unique project which brings together on one site in Cabra Dublin 7 all of the main community, voluntary, sporting and service Deaf organisations. Deaf Village Ireland is managed by a limited company, the Directors of which are drawn from the 12 organisations who are tenants of the Village. The manager of Deaf Village Ireland will co-operate and support the operator of the Café while respecting the independent business of the Café. The operator of the Cafe will be offered a licence to run the Cafe and will pay Deaf Village Ireland Company Limited an agreed annual rent.

Proposals

We would welcome proposals from individuals, companies or partnership groups and Deaf organisations in relation to the operational management of the Café in Deaf Village Ireland. The proposals must clearly indicate-

- Catering Services offered to tenant organisation
- How the Café space could be run
- Services provided to the Café customers
- Any partnership with Deaf / tenant organisation
- Catering services for social situations i.e. funerals, celebrating events etc...
- Potential uses of Café space
- Flexibility and adaptability to DVI needs
- Understanding and adherence to DVI ethos and values

Brief

The Café is located at the entrance beside the reception in Deaf Village Ireland with a separate Server area adjacent. The Cafe will serve the Deaf community, employees of the Village and the users of the Sports Centre and their families and friends. Deaf Village Ireland's vision is to "create an inclusive place/ centre showing community life celebrating Deaf culture" This Café must be a welcoming place for all Deaf and hearing people. It is crucial for the operator of the Café to welcome all Deaf and hearing people in a warm friendly manner, with a caring attitude towards their customers and people around them.

Hours of Opening / Closing of Cafe

The Sports Centre will be open from 6.30am till 10pm Monday to Friday and from 10am till 6pm on Saturdays, Sundays and Bank Holidays. The Cafe will be expected to open from 8am till 8pm Monday to Friday and from 10am till 5pm on Saturdays, Sundays and Bank Holidays. The hours of these times can be negotiated with the Board and Manager, during quiet times during the year.

Café in Deaf Village Ireland

The Cafe will serve pre-prepared foods i.e. sandwiches, soup, tea, coffee, soft drinks, health drinks, Paninis, toasted sandwiches, bars, fruit, pastries and cakes etc. The Cafe will be equipped with tables and chairs and the server will come with a display fridge, a hot water boiler, Panini press, toaster, commercial dish washer, microwave, storage fridge, dishwasher, freezer, sinks and storage facilities. The Servery area will have to pass the HSE environmental health requirements the details of which can be found at www.hse.ie

Specifications for Café in Deaf Village Ireland.

<p><u>Environment</u></p> <p><u>Health</u></p> <p><u>Requirements</u></p>	<p>Hygiene inspections</p> <p>Food Safety Management Plan</p> <p>Food Safety Policy</p> <p>Food Hygiene Training</p> <p>Personal Hygiene</p> <p>Contamination</p> <p>Haccp Training</p> <p>Waste Management</p>
<p><u>Maximising Customers' Needs</u></p>	<p>Catering for special events</p> <p>Customer Care</p> <p>Delivering a good service</p> <p>Barrier free-user friendly café for all</p> <p>Value for money</p>
<p><u>About the Café</u></p>	<p>Deaf Village Vision and Mission for Café</p> <p>Proposal for opening/ Closing times</p> <p>Proposal for staffing</p> <p>Qualifications/ experience for staff</p> <p>Proposed methods of Communication</p> <p>Proposed menu's/ Prices</p> <p>Professional Appearance of Cafe</p> <p>Proposed work strategy / organionational skills</p> <p>Qualifications/ Experience for staff</p>
<p><u>Marketing Strategy</u></p>	<p>Promoting Café</p> <p>Changes in the brand name of Cafe</p> <p>What added value could you bring to Café?</p>
<p><u>Cooperating with DVI</u></p>	<p>Building a good working relationship</p> <p>Working in harmony</p> <p>Reporting and working with DVI</p> <p>Personal dress code for staff</p>

Please return this expression of interest document to Sylvia Nolan at manager@deafvillageireland.ie by close of business on **Tuesday 25th June 2015**

Yours sincerely

The Board of Deaf Village Ireland



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ENVIRONMENTAL HEALTH SERVICES – GENERAL REQUIREMENTS

THESE ARE GENERAL GUIDELINES ONLY. EACH PREMISES IS ASSESSED ON ITS OWN MERITS AND CONSEQUENTLY REQUIREMENTS IN ADDITION TO THE UNDER MENTIONED MAY BE REQUIRED. DETAILED LAYOUT PLANS SHOULD BE SUBMITTED TO THIS OFFICE AT THE EARLIEST OPPORTUNITY.

1. It is recommended that the building be surveyed by a competent person to assess its structural stability or otherwise.
2. The size of the premises **must** be adequate to cater for the nature and extent of the business intended to be carried on therein.

3. FINISHES

Floors, walls and ceilings must be provided with finishes that are smooth, durable, non-absorbent and readily cleanable.

(A) Acceptable floor finishes include:

- (i) Non-slip or ceramic or quarry tiles
- (ii) Vinyl tiles (minimum thickness 3.2mm)
- (iii) Heavy duty vinyl sheeting

- The junctions between the floor and walls must be coved and the waterproof grouting between tiles must be flush jointed.

(B) Acceptable wall finishes include: -

- (i) Ceramic wall tiles with a suitable waterproof, easy to clean, flush grouting.
- (ii) Stainless steel sheeting or panels bedded directly onto a sound wall surface where all joints are sealed.
- (iii) PVC sheeting – applied directly to the surface with a suitable adhesive. (The fixing of wall sheeting on batons is not recommended).
- (iv) Polymers-derivatives of polyester epoxy and acrylic resin finishes.
- (v) Paints: where the walls are not subject to heavy wear or frequent contamination, good quality washable paints may be used. Only non-mercurial and non-toxic mould inhibiting paints should be used.

- Wall surfaces behind cooking equipment must be made heat resistant. Wall finishes above working surfaces must be provided with a scratchproof and impact resistant finish to a minimum height of 450mm.

- (C) A minimum floor to ceiling height of 2.4m must be provided. An acceptable ceiling finish would include plaster ceiling boards, finished with a skim coat of plaster and painted with an oil based paint to provide a smooth, durable, impervious and readily cleanable surface.
- (D) Internal doors should be of flush design to minimize lodgments of dirt and food debris. Kicking plates should be affixed to the base of the doors liable to impact damage. All doors serving sanitary accommodations and lobbies must be fitted with self-closing devices.
- (E) External doors must be adequately rodent-proofed: gaps in excess of 6mm at the base of the doors are unacceptable.

4. VENTILATION

Kitchen

- (A) Localized mechanical extract ventilation directly to the outer air must be provided over all cooking and steam emitting appliances and a stainless steel canopy with grease filters must be provided for this purpose. The canopy must extend outwards to a distance of 150mm beyond the rims of the equipment. A minimum of 20 air changes per hour must be achieved in the cooking area by means of the mechanical extract ventilation. Planning Permission may be required for all external ducting. (Please contact your Local Authority).

- (B) Openable windows in the kitchen must be rendered fly proof with fly mesh (maximum pore size 1.2mm, mesh size 16). The method of fitting shall be such that the back of the screens and the area behind the screens including windows, if present, can be cleaned.

Sanitary Accommodation

- (C) Permanent ventilation must be provided in the water closet directly to the external air, by an opening of not less than 5% of the floor area, or 0.1m², whichever is the greater. Where mechanical extract ventilation is provided, a minimum of three air changes per hour is necessary.
- (D) A lobby ventilated directly and separately to the outer air, must be provided between any water closet and a food room by means of a ventilator. This vent must have an opening of at least 0.1m squared or be a permanent ventilation opening having a cross-sectional area of not less than 650mm squared, or by a system of mechanical fresh air intake ventilation capable of providing a minimum of 2 air changes per hour.
- (E) All doors must be fitted with self-closing devices.

Dining Areas

- (F) Natural or mechanically aided system of fresh air intake and extract ventilation must be provided in the dining area to ensure a minimum of six air changes per hour.

5. WATER SUPPLY AND WASHING FACILITIES

- (A) A water supply direct from the rising main must be provided in the kitchen for drinking purposes, the washing of vegetables, ice cube making and in the manufacture of food products. If the potable water supply is not a mains supply the water shall be tested annually to ensure it complies with relevant Irish and EC legislation for drinking water. Mixer taps should not be used with potable water.
- (B) A constant and instantaneous supply of running hot and cold water must be provided at a double wash up sink unit in the kitchen. The cold water supply to this double sink unit must be obtained directly from the rising main and not via a water tank. The sinks must be of adequate capacity and depth with large area draining boards and immersion baskets for the washing rinsing and sterilizing of crockery and cutlery. Where a mechanical dishwasher is provided the double wash up sink will not be required.
- (C) A deep sink unit must be provided for pot washing where required.

(D) Where appropriate a designated, separate food preparation sink must be provided for the washing of foodstuffs. This sink must be separate from the sinks provided for cleaning equipment, pot wash and hand washing.

(E) A wash hand basin must be suitably located in the kitchen and provided with a constant and instantaneous supply of running hot and cold water. Liquid soap in a dispenser, and a suitable method of hand drying, (i.e. paper towels, or a continuous cabinet towel), must be provided adjacent to the wash hand basin. It is recommended that the taps on the wash hand basin be of the non-hand operated type.

6. WATER STORAGE

□ The water storage tank must be provided with a hard, durable, rigid and close fitting cover turned down at the side. The cover **should not** be airtight.

7. DRAINAGE AND OTHER SERVICES

(A) There must be no direct openings or connections to the main drainage system within any food room.

(B) Manholes within the premises should be avoided but, if present, they shall be double sealed and secured to prevent an overflow from the manhole of sewage in the event of there being a blockage or an excessive flow in the sewer.

(C) Electrical wiring must be in conduits, preferably chased into the wall. Adequate provision of electrical supply points should be ensured.

(D) Liquid kitchen waste, prior to discharge to the local authority sewer or to a septic tank, should be fitted with a grease trap where necessary.

8. LIGHTING

(A) Adequate lighting must be provided.

(B) In food preparation areas, light fittings must be on the safety type. If fluorescent lighting is used the tubes must be enclosed in shatterproof diffusers.

9. DRY GOODS STORAGE

(A) Adequate dry goods storage must be provided. The dry goods store must be - adequately ventilated and fitted out with suitable shelves.

- (B) Shelving must be constructed of materials that render the surfaces smooth, durable and easy to clean. The bottom shelf must be 0.20 meters above floor level. Where freestanding shelving is provided, there should be a clear space of 50mm between shelving and the rear wall. No false plinths allowed. Purpose built plastic coated shelving on castors is preferable.

10. PATRONS' SANITARY ACCOMMODATION

- (A) No sanitary accommodation shall communicate directly with a food room.
- (B) Sanitary accommodation shall be provided for patrons and there shall be at least one wash hand basin and one WC per 25 patrons, based on the number of patrons that can be accommodated at any one time.
- (C) Soap, toilet paper and hand-drying facilities shall be provided for patrons.
- (D) All wash hand basins must be provided with a constant and instantaneous supply of running hot and cold water.

11. STAFF SANITARY FACILITIES

- (A) Staff shall be provided with adequate changing facilities, and lockers for clothes or suitable alternative.
- (B) Staff shall be provided with separate and adequate toilet and associate hand washing facilities. The minimum requirement is one WC and Wash Hand Basin per 15 members of staff, or part thereof, based on the normal staffing rate.
- (C) Staff sanitary accommodation must be separated from food rooms by an intervening ventilated lobby. The doors to the toilet area and to the lobby shall open inward and be self-closing.
- (D) All staff wash hand basins, including those in the toilet area shall be supplied with either hot and cold water, or warm water.
- (E) Hand sanitizing solutions or sanitizing liquid soap in appropriate dispensers, shall be provided for each staff wash hand basin.
- (F) Suitable hand drying facilities must be provided (e.g. paper towels with easy cleanable waste receptacles or cabinet roller towels) adjacent to each wash hand basin.

12. TEMPERATURE CONTROL

- ❑ Adequate provision should be made for refrigerated and freezer storage of vulnerable foodstuffs.

13. SELF SERVICE/OPEN SALAD DISPLAY UNITS

- ❑ These units must be suitably protected from contamination by the provision of sneeze screens.

14. INSECT CONTROL

- (A) Apart from fly proofing of openable windows as outlined above, an ultraviolet electronic fly killer must be installed in the food preparation area (minimum of 30 watts of ultraviolet output). This device must be located away from working surfaces (i.e. not located immediately above a preparation surface). UV tubes should be replaced every six to twelve months.

- (B) Screen doors should be provided on doors that are left open.

15. CLEANING EQUIPMENT

- (A) Suitable facilities must be provided for the storage of cleaning equipment and cleaning agents used in connection with the food premises. These items may not be kept where food is stored or prepared.
- (B) Mop buckets shall not be filled or emptied in a sink or container used for the preparation of food or for washing of containers or equipment used for food. Therefore, a sluice sink is recommended in the cleaning store, where appropriate.

16. REFUSE STORAGE

- (A) All refuse should be placed in pedal operated lidded bins and removed from the premises daily. Waste material shall be stored for collection and or disposal in a designated area, physically separated from the food storage or food preparation area.
- (B) Waste material shall be stored in covered bins or skips, placed on self-draining concrete or equipment surface, and shall be disposed of at least at weekly intervals.

GUIDANCE DOCUMENTATION

All food premises must comply with current, relevant Food Control Legislation. Guidance documents are available from the National Standards Authority of Ireland, Santry, Dublin; Phone 01-8073800. These documents, which have been approved by the Department of Health and Children as a means of achieving compliance with Food Control Legislation. These guides contain specific information and specifications in relation to structural requirements and other food hygiene related matters. These guides are listed below, and it is recommended that you obtain the one relevant to your business.

- ❑ IS 340:2007 *Hygiene in the Catering Sector*
- ❑ IS 341:2007 *Hygiene in Food Retailing & Wholesaling*

All food businesses are advised to obtain IS EN ISO 22000:2005 *Food Safety Management Systems, Requirements for any organization in the food chain*.
