

Submitted Questions/Requests for RFP – Staffing SY25

Will be updated as more questions are asked – please check the Coffee Co. School System Bids and RFP section on our website - <https://www.coffee.k12.ga.us/bids>

Questions:

Is there any other solicitation document apart from the one that is posted on the portal, as the scope of work is not clear in the document? **NO**

Could you please provide the names of sample positions? **Including but not limited to Café Assistants who work in the kitchen**

Is this a re-compete RFP? **NO**

If yes,

a. Could you please the name of Current Suppliers (who are currently providing services to Agency)?

b. Could you please share current Suppliers pricing and Proposals?

c. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?

d. How many resources are currently engaged in the current contract?

e. Can you please share the no. of positions served in previous years under this contract?

f. Can you please share the amount of business each vendor did under this contract in previous years?

Could you please provide us with an estimated NTE budget allocated for this contract.? **Not known at this time.**

How many positions are expected to fill under this contract? **At least 20, possibly more.**

Please share the minimum estimated hours for all job positions? **6 – 8 hours per position.**

Please share the total number of temporary staff placed annually under the ongoing contract? **At least 20.**

Please share the most commonly filled position. **Café Assistant**

How many vendors will be awarded under this contract? **One.** Please confirm. **One.**

Job Description:

Cafe' Assistant (High school diploma or GED preferred)

Daily Work Hours: 6 - 8 hours per day

Job Goal: Contributes to an efficient and appropriate nutrition program by following the directives of the School Nutrition Manager.

Performance Responsibilities: Prepares, cooks and serves food in accordance with accepted institutional procedures under the supervision of the Manager and/or Assistant Manager.

1. Follows the daily work schedule and uses standardized recipes for food preparation.
2. Replenishes the supply of foods offered during meal service periods.
3. Plans for the use of leftover food with the Manager. Disposes of unusable leftovers as directed by the Manager.
4. Cleans all utensils and equipment used, disposes of garbage and cleans assigned areas.
5. Assists in the daily cleanup of the kitchen and service areas.
6. Performs major cleaning of refrigerators, freezers, storerooms and equipment at regularly scheduled intervals as designated by the Manager.
7. Stores all food items properly.
8. Keeps work areas neat and clean.
9. Records amounts and type of food items used daily.
10. Ability to lift up to 25 pounds.
11. Majority of daily work requires standing.
12. Has an interest in and affiliates with all professional School Nutrition Program organizations.
13. Attends and participates in the required In-Service training.
14. Demonstrates prompt and regular attendance.
15. Performs other related duties as assigned.