

Request for Proposals for Riley County Fair Food Stand Manager

A. Introduction

The Riley County Fair Board is requesting proposals from individuals interested in managing the Riley County Fair Food Stand during the 2019 Riley County Fair, July 25 - 29.

The Fair Board will conduct preliminary evaluation of all proposals on the basis of the information provided within the proposal, the individual's qualifications, past experience, understanding of the work to be performed, and the needs of the Fair Board.

It is the intention of the Fair Board to review the Request for Proposal responses and select for further evaluation those top proposals which appear most beneficial to the Fair Board. References and/or past clients of the individual may be contacted. Individuals may be given an opportunity to present their proposal to the Fair Board, followed by a question and answer session.

Those submitting a proposal do so at their own risk and expense. There is no obligation by the Fair Board to reimburse for any cost incurred in preparing or submitting proposals, providing additional information when requested by the Board, or for participating in any selection interviews or negotiations.

No negotiations, decisions, or actions will be initiated by any individual as a result of any discussion, correspondence, or other contact of any kind with any Board member or County employee prior to the formal award to the selected individual. The Fair Board reserves the sole right to select the individual, and subsequently recommend for award the services proposed which best meet the Fair Board's requirements, needs, budget constraints, quality levels and expectations.

The Riley County Fair Board reserves the right to accept or reject any or all proposals, whichever best serves its interest, or to hold the proposals for 30 days before rendering a decision.

B. Qualifications for Manager

Persons working in this position must be at least 21 years of age and need to have an understanding of food service management - specifically in the following areas:

- Plan menus with nutritious options; purchase appropriate amounts of food; and prepare food safely to be served to the public.
- Aware of regulations for food safety and sanitation; prefer current ServSafe Manager Certification.
- Demonstrated experience with bookkeeping skills for recording expenses and receipts.
- Experience supervising youth and adult volunteers in a positive manner.

C. Compensation

The Riley County Fair Board has set the stipend at \$1,500.00. If the Manager decides to employ an additional support person, it is the Manager's responsibility to provide financial compensation. Half (\$750.00) of the stipend will be paid upon completion of the fair. The remaining half (\$750.00) will be paid after the kitchen passes final inspection and all financial records, including sales data, expense reports, and bills have been submitted.

D. Hours of Operation

The Food Stand will be open during the following hours:

Thursday, July 25	8:00 a.m. to 10:00 p.m.
Friday, July 26	8:00 a.m. to 10:00 p.m.
Saturday, July 27	8:00 a.m. to 10:00 p.m.
Sunday, July 28	10:00 a.m. to 10:00 p.m.
Monday, July 29	8:00 a.m. to 9:00 p.m.

F. Food Stand Manager Duties

i. Pre-Fair

- Work with Riley County FCS Agent to develop menu and establish estimated prices by May.
- Manage food stand clean-up and set-up.
- Order food and supplies by establishing temporary charge accounts with appropriate vendors; primarily Hy-Vee.
- Schedule deliveries to arrive between Tuesday, July 21 and Wednesday, July 22
- Review volunteer work schedule.
- Work with FCS Agent to establish volunteer duties.
- Check kitchen to confirm all appliances are in working order.

ii. During the Fair

- Manager, or additional support person, must be present during all hours of operation.
- Be ready for business on Thursday.
- Assist FCS Agent with orientation and manage volunteer workers.
- Resolve problems as they arise in a professional and courteous manner.
- Supervise food preparation, holding and storage.
- Monitor and order additional food supplies as needed.
- Responsible for kitchen safety.
- Maintain a positive relationship with health inspector and comply with all food handling requirements.

iii. Daily Responsibilities During the Fair

- Open and close the food stand.
- Wash towels, rags, aprons, etc. as needed.

- Oversee the cleaning of all equipment and food preparation areas.
- Check cash box, report nightly to FCS Agent on change needed for next day. Secure.
- Prepare daily deposit to Fair Board and get change additional change as needed.
- Maintain accurate bookkeeping.
- Report any accidents, injuries or serious complaints to the proper authorities and to the Fair Board.
- Keep daily food logs and activity logs for next year's use.

iv. Post Fair

- Clean up food stand by Wednesday, July 30
- Arrange for return and/or storage of unused food products
- Complete and turn in financials, including bills to be paid, daily sales/deposits, to FCS Agent. Remaining half of stipend will not be paid until all financial records have been received.
- Submit recommendations for improvement for the following year.

G. Proposal

Please provide the following information:

- A resume or statement demonstrating qualifications (see section B), management style, and experience running concessions or in food service.
- Documentation of current ServSafe Manager Certification.

H. Selection Procedure

Proposals will be evaluated based upon the following criteria:

- Experience and expertise of concessions and/or food service.
- Demonstrated experience managing volunteers or food service workers.
- Bookkeeping skills

If you are interested in managing concessions from the Pottorf Hall Kitchen during the 2019 Riley County Fair, based on these criteria, you are requested to submit an application including a cover letter, resume, and ServSafe qualifications before 5 o'clock p.m., March 29, 2019, to Megan Dougherty, Riley County Extension FCS Agent, 110 Courthouse Plaza, Rm B220, Manhattan, KS 66502. Questions may be directed to: Megan Dougherty at 785-537-6350 or email mcdough92@ksu.edu.