



Invitation to Bid

Germantown Baseball Inc. is requesting bids for the position of
Concession Stand Manager for the 2019 season.

BID OF:

Name of Bidder: _____

Address: _____
(StreetAddress)

City, State and Zip Code: _____

SUBMIT BID BY MAIL TO:
Germantown Baseball Inc.
P.O. Box 32473
Louisville KY 40232

Bids Due: February 7, 2019; 7:00 PM

Schedule of Events

Release ITB	Monday, January 7, 2019	
Bid Due Date	Thursday, February 7, 2019	7:00 PM

Location of Bid Delivery:
Germantown Baseball Inc.
Meetingroom
1537 Poplar Level Rd
Louisville KY 40217

Notice of Contract Award **Thursday, February 21, 2019**

All questions should be submitted by email to keith2904@bellsouth.net and are requested to be submitted prior to the date of the Pre-Bid Meeting as listed above.

Terms and Conditions of Contract

1. The **Concession Stand Manager** services for the organization shall commence March 1st and continue through October 31st of the contract year.
2. During this period, the **Concession Stand Manager** will work in accordance with the Germantown Baseball, Inc., By Laws and Playing Rules, and upholding all requirements set forth in the role of **Concession Stand Manager**.
3. The **Concession Stand Manager** will work with the concession stand committee and must be receptive to all menu changes put in place by the Board of Directors.
4. The concession stand is to be kept open until approximately 9:30 pm on week nights and upon completion of all games on Saturday and Sunday.
5. The **Concession Stand Manager** is responsible for meeting all Board of Health requirements. This also includes any outside training requirements. The cost of any training requirements will be paid in full by Germantown Baseball, Inc.
6. The **Concession Stand Manager** is responsible to ensure all concession equipment is operational. This includes coordinating all repairs and maintenance of the equipment.
7. The **Concession Stand Manager** is responsible to schedule and supervise cashiers and cooks, collecting time cards and distributing pay. Time cards are to be given to the Treasurer once a week. Payment will be handled just as umpires and scorekeepers are.
8. The **Concession Stand Manager's** primary objective shall be to operate the concession stand in an efficient and professional manner. The manager must prepare the concession stand one (1) hour before the first game schedule on any day. The preparation must consist of opening the concession stand and restrooms, as well as instructing, training and organizing the workers for the opening shift. When a second shift is scheduled to work on the same day, the same coordination will be needed. Arrival time for the concession stand workers is thirty (30) minutes prior to the start of the first scheduled game of the day.
9. The **Concession Stand Manager** is responsible for contacting managers of teams scheduled to work five (5) days prior to the scheduled shift.
10. The **Concession Stand Manager** is responsible for insuring there is a proper workforce for the daily operation of the concession stand. The **Concession Stand Manager** shall be provided accurate team information to assist with this condition. If there are not enough workers to run the concession stand, the **Concession Stand Manager** is encourage to use recruiting efforts to fill needed worker positions.

11. The **Concession Stand Manager** duties are to assist in the organization of food preparation and ordering of food and supplies for any Germantown fund-raisers (Picnic, Night at the Races, Tournaments, etc.) during the contracted period. If additional cooking areas are in need of set up, this is not a duty of the **Concession Stand Manager**. (Ex. Grill) The **Concession Stand Manager** is however responsible for ordering food or supplies for these areas.
12. The **Concession Stand Manager** is responsible for overseeing the cleaning of the concession stand, all restrooms and the outside appearance of these areas. Daily restocking of all supplies in these areas is also required in a timely manner.
13. The **Concession Stand Manager** is responsible for maintaining the supply of all products required to support the offered menu items and support products including items for the restrooms. (Food, cups, napkins, toilet paper, etc.)
14. The **Concession Stand Manager** is responsible for researching and using the most cost efficient supplier to assure the most profitable product is being used. The manager is responsible for arranging the delivery of these products, meeting the delivering agent and receiving these products, conducting inventory and stocking all products.
15. The **Concession Stand Manager** is responsible for setting up an overall inventory control including items cooked (cook) and items sold (register tape).
16. The **Concession Stand Manager** is responsible for preparing the startup money daily, balancing the nightly sales receipts, preparing weekly deposits to the treasurer and issuing worker checks through the team manager.
17. In the case of a rain out, the **Concession Stand Manager** will need to work with the league Vice Presidents to reschedule workers to cover rain out games. The **Concession Stand Manager** must keep an ongoing record of all rain out games and a current list of teams that have worked or need to be rescheduled.
18. This contract may be cancelled at any time by the Board of Directors for sufficient cause which shall include but not be limited to, the violation of any of the duties set forth herein, failure to carry out responsible directions given by the President, inability to carry out the requirements of the position of **Concession Stand Manager**, incompetence in the performance of duties, being charged with a violation of law and any such action which casts adverse publicity upon Germantown Baseball, Inc.