

# New Haven Public Schools

Gail Sharry  
Executive Director

## MEMORANDUM



TO: Cafeteria Staff  
DATE: May 22, 2020  
RE: SUMMER BID INFORMATION  
CC: Managers

Food Service Department  
Central Kitchen  
75 Barnes Ave  
New Haven, CT 06513  
Tel: 475-220-1610  
Fax: 203-946-7650

## SAVE THE DATE Tuesday, June 9<sup>th</sup>

Due to the current pandemic we are facing and the many guidelines we are mandated to follow, Summer Bids will be held differently this year. This year they will be held at Central Kitchen. Included you will find the Summer Bid Schedule. A designated time has been assigned to you, by seniority, for you to report to Central Kitchen if you are interested in bidding on a summer position. This will be your bid time slot. Your bid number and bid time slot will be found next to your name.

**YOU MUST BE HERE AT THE SPECIFIC TIME YOU WERE GIVEN OR YOU WILL FORGO YOUR RIGHT TO BID. NO EXCEPTIONS!**

Upon arrival to Central Kitchen at your given time you will choose your bid from the open positions available. **ONCE YOU HAVE MADE YOUR CHOICE THERE WILL BE NO CHANGES.** The person next in line by seniority will then choose their bid from what is left open, and so on until all the positions are filled. If you are not interested in a summer position you are not obligated to come on the date & time given to you, however if you are interested you **MUST** report at the date & time given. Once all of the positions are filled, the bid will be closed.

**NO CALL-IN or WRITE-IN BIDS WILL BE ACCEPTED.**

*\*\*Those employees that are not able to obtain a summer position may sign up for the summer substitute list. YOU MUST SIGN UP IN PERSON on JUNE 9<sup>th</sup> during your designated time.*

**\*\*Social distancing guidelines will be practiced. Masks will be provided & must be worn. Any questions, call Jen Punzo @ 475-220-1614**

