

# KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way  
Happy Camp, CA 96039  
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1836 Apsuun Street  
Yreka, CA 96097  
Ph: (530) 842-1644 • Fax: (530) 842-1646

## **REQUEST FOR PROPOSAL**

**For More Information:** Florraine Super, Resource Development Manager, 530-598-0768 [florrinesuper@karuk.us](mailto:florrinesuper@karuk.us)  
**Deadline:** MONDAY, April 11, 2022 no later than 5:00pm (PST)

### **Summary and Background**

The Karuk Tribe Housing Authority is seeking Kitchen Event Crew for Kahtishraam Wellness Center in the Yreka area. Individuals need to be a utility type person who can provide kitchen/food services for small (10 people) to big (500 people) events. Ability to work with others to provide food for children, adults and elders. The total amount of work will depend on event. Some activities happen during the weekday, evenings or weekends. You can choose times that works best for you, as we will create a list of Event Helpers we can call as events happen. It helps if you are passionate about great experiences and great service. Contracts will be awarded to those whose proposal is most advantageous to the program.

Kahtishraam Wellness Center provides community support that serves 150-500 people. We have events such as Halloween Trick or treat; Christmas Visit with Santa; Youth Wellness includes basketball camp, culture activities and arts/crafts; Mental Health Awareness Drive thru; Easter Visit with Easter Bunny; Splish Splash water activities; Youth conference; GONA-Gathering of Native Americans Conference; movie nights; Summer Enrichment Programs, to name a few.

We believe strong communities are possible when we invest in our kids, our families, and our neighbors. To bring this into our community we provide ongoing support, development, and connections to others.

### **Scope of Services**

#### **Kitchen Setup**

- Food Preparation and serving.
- Maintain a clean and sanitary kitchen and serving area.
- Prepare snacks and prep food for next day if necessary.
- Assist and executing special event and holiday dinners.
- Ensure excellent levels of customer service.
- May include unloading supplies from delivery truck and organizing supplies in kitchen area.
- Working under the instruction so of event organizer.
- Inspecting kitchen and serving area equipment for damage after use and checking it back into storage area.
- Packing up equipment when the event is completed.
- Food Handler Certificate is a plus

### **Responses to this Request for Proposals should include the following:**

- 1) A statement of qualifications, including relevant project history.
- 2) A proposed approach and rational for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) Names and telephone numbers of three client references.

### **Responses must be hand, mail, or fax delivered by MONDAY, April 11, 2022 no later than 5:00pm (PST)**

Adia Supahan, Executive Assistant  
Karuk Tribe Housing Authority  
635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039  
Emails will be accepted at [asupahan@karuk.us](mailto:asupahan@karuk.us)

### ***Indian Preference***

This Request for Proposal is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Karuk Tribe's Tribal Employment Rights Ordinance (TERO).