

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000298911</b>
If advertised by informal bid, Invitation for Offer, or Request for Proposal; all specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.			<b>Date</b> 09/01/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 6689 - Brenham:4001 S Hwy 36 HEALTH & HUMAN SERVICES COMMISSION 4001 S Hwy 36 Brenham TX 77833 United States

**Vendor:** 1741976051 1  
WORKQUEST  
1011 E 53RD 1/2 ST  
AUSTIN TX 787511703  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
4001 Highway 36 South  
Brenham TX 77833  
United States

**Fax:** 979/277-1865  
**Email:** 712Accounting@hhs.texas.gov

**Purchaser:** Wells,Alicia N

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 funding  
EX/0-TGC 2155.441, Managed Term Contract 962-M3  
Requisition 0000190701  
PO Service Dates 09-01-2022 to 08-31-2023

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

Texas District: 12

Job classification: 8117  
Job class title: Cook II  
Job skill level: Entry  
Temp: Vacant  
Hours per week: 40  
Estimated hours: 769

**JOB DESCRIPTION:**

The Cook II performs routine (journey level) food preparation work on a designated shift rotation in the Central Kitchen under general supervision. May be required to work variable schedule. Work involves preparing, cooking, portioning, distributing and serving food for regular therapeutic diets textures. Follows prescribed menus, recipes, standards and completes necessary reports. Responsible for sanitation of equipment and work areas. May work in the ingredient room or drive the delivery vehicle. Other duties may be required. Cook II has moderate latitude for the use of initiative and judgment. In the absence of Cook III/IV this position assumes oversight of the kitchen. May train/oversee others in their work. Maintains sufficient knowledge to satisfy the requirements of the job. Handles food in accordance with federal, state and HACCP guidelines. Follows kitchen and food service safety procedures and practices. Must be willing to work weekends and holidays. May work unusual or extended hours in the event of a disaster or operational necessity.

Knowledge, Skills, and Abilities: Knowledge of food preparation methods, of food storage standards and sanitation regulations.  
Skill in the operation and sanitizing of food service equipment.  
Ability to prepare and serve food, to clean dining, serving, and food preparation areas, and to maintain accurate records.  
Ability to speak and read English.  
Ability to follow written and oral instructions.  
Ability to complete basic math used in cooking/preparation.  
Ability to lift minimum of 25 pounds.  
Ability to bend and reach, stand/walk on hard floors for extended period of time.  
Ability to work in hot and/or cold conditions.  
Ability to smell, taste, and see.  
Ability to work harmoniously and productively with co-workers and residents.

Service Period  
Start Date: 09/01/22



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FY23 TEMP KITCHEN HELP-  
COOKII

**Schedule Total**                     \$13,203.73

**Item Total for Line 1**                     \$13,203.73

**Total PO Amount**                     \$13,203.73

No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services Commission reserves the right to purchase elsewhere and charge an increased cost and handling to contractor.

Over shipments will not be accepted unless authorized by Buyer prior to shipment. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Health & Human Services Commission and Contractor to attempt to resolve all disputes arising under the contract.

Performance under this purchase order is acceptance of the attached affirmations and terms and conditions.

<b>Authorized By</b> <i>Alicia Wells, CTCO, CTCM</i>	<b>08/23/2022</b>
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