



## STATEMENT OF SPECIFIC TECHNICAL REQUIREMENTS Kitchen service at the Residence of the Spanish Embassy in Athens

### 1 PURPOSE OF THE SERVICE

The purpose of this document of specific technical requirements is to define the technical conditions that must be met when contracting the kitchen service, its frequency, human and material resources and other characteristics of the service to be provided at the Residence of the Spanish Embassy in Athens, in order to cover representation events.

### 2 LOCAL AND SURFACE

The Residence of the Spanish Embassy in Athens is located at 1 Herodou Attikou Street, Athens, Greece. Kitchen work, cleaning and maintenance will be carried out in the spaces and rooms of the Residence kitchen.

In any case, all areas, elements and objects that are part of the kitchen will be treated, even if they are not expressly mentioned.

### 3 TECHNICAL CHARACTERISTICS OF THE SERVICE

Minimum services to be provided during the term of the contract:

The contractor will provide a cooker for the Residence of the Spanish Embassy in Athens with at least 2 years of work experience who will be responsible for the following tasks:

- a) Prepare meals according to the employer's recipes, taking charge of meals for representation events.
- b) Peel, wash, trim and cook vegetables, fish, meats, etc. and bake breads and pastries.
- c) Store, organize and clean kitchen utensils.
- d) Keep the kitchen premises, their warehouses and cold rooms, clean, neat and orderly. As well as free of waste or garbage, which must be left evacuated.
- e) Cook, package, label and freeze food for later consumption and give instructions for reheating.
- f) Plan menus according to employers' needs and dietary restrictions.
- g) Specific tasks may vary and may include purchasing or ordering food and ingredients.

In an extraordinary manner and justified by the person responsible for the contract, any other type of extraordinary actions considered common during the normal period of service provision will be carried out, such as collection of liquids due to breakage, removal of broken glass, pouring of containers or leaks...

### 4 HUMAN RESOURCES

The service will be provided through a chef in charge of kitchen work with an estimated duration of 40 hours per month. Kitchen hours will be variable according to the needs of the service. It can be carried out in the morning, afternoon or evening, depending on whether the different acts of representation take place. The schedule must be communicated in advance by the employer. A suitable kitchen or food handler diploma is required.

All functions will be carried out in accordance with the work calendar provided by the Spanish Diplomatic Representation. The person who develops the service will have a contractual relationship with the Awardee and must comply with all legal conditions to perform the tasks in accordance with local labor legislation and agreements applicable to the sector. The salary and all corresponding benefits, as well as social security contributions and any other expenses, charges or taxes derived from their provision, will be borne by the successful bidder company.

The successful bidder will be responsible and will ensure that the provisions relating to the prevention of occupational risks and occupational safety and hygiene regulated in local legislation are complied with.

Any incident that may arise in the relationship with the personnel of the company providing the service (vacations, illness, leaves and remaining absences) must be communicated to the person responsible for the Contract at least one week in advance, and it is mandatory that the successful bidder replace the person so that the service is always provided by a person defined in these specifications.



Staff must be provided with clothing appropriate to their tasks and duly identified with the accreditation provided by the Spanish Representation.

The person providing the kitchen service must comply with the safety instructions indicated by the person responsible for the contract, meet the appropriate personal safety conditions at the time of being hired and maintain them during the validity of the contract. The Person Responsible for the Contract may require a criminal record certificate from each worker and, where appropriate, authorize or decline at any time during the validity of the contract access to the Residence and the assignment of a worker to the service for security reasons. The Awardee will replace the unauthorized worker with another person who meets the safety requirements.

Due to the nature and conditions of the service, total or partial subcontracting of the kitchen service is prohibited. Upon termination of the contract, under no circumstances may the persons who have carried out the work covered by the contract be consolidated as personnel of the contracting entity.

During work stoppages of which the corresponding Official Authority has prior knowledge and have been legally authorized, the person in charge of the Representation having been warned, the winning company will maintain the essential equipment to provide the minimum services established by law. In the event of non-compliance, the contracting body, at the proposal of the person responsible for the contract, reserves the right not to pay the successful bidder the proportional part of the total amount corresponding to the period of time in which they have not gone to the Residence, or to resolve the contract for breach thereof.

In the event of the kitchen person's absence without prior notice or failure to complete the agreed full working day, the contracting company undertakes to send another person to replace them on the same day. The Spanish Representation will proceed to the subsequent deduction of the proportional part not worked or to terminate the contract if the absent person is not replaced quickly and efficiently.

In the event of the celebration of local religious or civil festivities in which the Residence maintains its activity in operation, kitchen services must be able to be carried out in the usual way.

## 5 MATERIAL RESOURCES

The service will be carried out with the food and ingredients, kitchen utensils, kitchen appliances and household items necessary for the preparation and cooking of the menus.

All products for cleaning and disinfecting kitchen facilities, warehouses and cold rooms must be authorized for use. The material and products will be free of dangerous substances or that may generate risk for the environment.

The use of kitchen utensils, kitchen appliances and necessary household items, as well as the care of the facilities, must always be maintained in good condition, guaranteeing their conservation.

## 6 COORDINATION AND RESPONSIBLE FOR THE CONTRACT

The winning company will appoint an interlocutor, and the Spanish representation will have a Contract Manager. Both will be the only interlocutors during its execution and will be available for the coordination of the service.

The representative of the winning company will regularly supervise the service and report any unforeseen or anomalous situation that arises during the execution of the contract.

The person in charge of the Spanish representation will carry out periodic reviews to verify compliance with the specifications and additional instructions. In case of non-compliance, he will inform the person responsible for the company for correction. If non-compliance persists, and with prior written notification to the successful bidder, the penalty regime provided for in the contract may be applied, including termination of the contract.

The execution of the contract will be carried out at the risk and fortune of the contractor. Repairs to any damage that may occur during the provision of the service, to movable or immovable property, by the personnel of the successful bidder company, will be the responsibility of the successful bidder.

Proposed by chargé d'affaires A.I. from the Spanish Embassy in Athens, on November 09, 2023

El Encargado de Negocios a.i.

Emilio Vilanova Martínez-Frías

