

## Saint Paul Public Schools – Nutrition Services Catering Form

**Return this form to the cafeteria supervisor at the school where your event is being held.**

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_ School/Dept: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Function: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Pick Up or  Delivery Time: \_\_\_\_\_ *There is a \$10.00 charge for delivery within the school.*

**If Title I, orders must be placed through the Title I Office and must have P.O. # \_\_\_\_\_**

Budget Code \_\_\_\_\_  Cash/Check **at time of pick up**

**All orders require a budget code or cash/check payment at time of pick up.**

Prices include disposable plates, napkins, flatware and condiments as appropriate.

	<u>Description</u>	Price	#	Cost	Notes
<b>Bakery</b>	Cookies, NC made, assorted, dz.	5.00/dz			
	Cookies, Gourmet, Choc Chip and/or M&M, dz (Secondary only)	6.00/dz			
	*Bars, Breads & Pie serves 80/pan, cut	28.00/pn			
	Brownies serves 80/pan, cut	37.00/pn			
<b>Treat</b>	Frozen Treats, dz. (Secondary only)	7.20/dz			
	Baked Chips, dz. (Secondary only)	9.00/dz			
	Sun Chips or Munchie Mix, dz.	9.00/dz			
<b>Beverages</b>	Juice 4 oz., ea	0.75/ea			
	Milk, carton, ea	0.75/ea			
	Bottled Water, 20 oz., ea	1.00/ea			
	Bulk Ice Water <i>(no charge with orders over \$25.00)</i>	5.00/ea			
	Coffee, 20 cups	10.00/ea			
	Coffee, 50 cups	20.00/ea			
<b>Party Trays</b>	Sm (10-12) / Lg (30-35) Fancy Fruit Tray	\$18/\$50			
	Sm/Lg Fancy Veggie Tray	\$18/\$50			
	Sm Fancy Cheese with French Bread Tray	\$18/tray			
	Fresh Fruit, Whole, ea	0.75/ea			
	Fresh Fruit, Wedged, ea	1.00/ea			
<b>Breakfast</b>	Cheese Omelet, <i>min. 1 dz.</i>	1.50/ea			
	Cheesebread, <i>min. 1 dz.</i>	1.50/ea			
	Egg & Cheese Tortilla, <i>min. 1 dz.</i>	1.50/ea			
	English Muffin Sandwich, <i>min. 1 dz.</i>	1.50/ea			
	Sausage Biscuit, <i>min. 1 dz.</i>	1.50/ea			
	Elementary Entrée Salad, <i>min. 25</i>	3.00/ea			
<b>Sandwiches &amp; Salads HS Only</b>	Specialty Salads, see Supervisor for availability, <i>min. 25</i>	2.50/ea			
	½ Sandwich or ½ Wrap, see Supervisor for availability, <i>min. 25</i>	2.00/ea			
<b>TOTAL COST OF CATERING:</b>					\$

**\*Bars, Breads & Pie**

*Circle Selection*

Apple Cinnamon Bread, Banana Chocolate Chip Bread, Energy Bar, Harvest Bar,  
Lemon Poppyseed Bread, Pumpkin Bread, Sweet Potato Pie

*See 2<sup>nd</sup> page if ordering School Lunch Entrée Menu Meals or Mix & Match*

## Saint Paul Public Schools – Nutrition Services (NS) Catering Form

**Return this form to the cafeteria supervisor at the school where your event is being held.**

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_ School/Dept: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Function: \_\_\_\_\_ Location of Event: \_\_\_\_\_

[ ] Pick Up or [ ] Delivery Time: \_\_\_\_\_ *There is a \$10.00 charge for delivery within the school.*

**If Title I, orders must be placed through the Title I Office and must have P.O. # \_\_\_\_\_**

[ ] Budget Code \_\_\_\_\_ [ ] Cash/Check **at time of pick up**

**All orders require a budget code or cash/check payment at time of pick up.**

Please contact Cafeteria Supervisor at least 2 weeks in advance of catering event.

Permit required for cafeteria, call 651-325-2678

### School Lunch Entrée Menu Meals (minimum 25)

Served Cafeteria Style in the cafeteria. Prices include NS staff labor, disposable plates, napkins, flatware and condiments as appropriate. Circle selections

Includes milk or juice plus two of the following sides: Salad, Baked Chips, Baked Beans, Mashed Potatoes with Gravy, French Bread, Brownie Bite or Cookie, Fresh Fruit or Veggies, as available

Discuss menu options with Cafeteria Supervisor	25	26-50	51-75	76-100	101+	#	Total Cost
School Lunch Entrée Menu Meals	6.50	6.25	6.00	5.75	5.50		
Extra Sides <i>price per each extra side</i>	0.75						

### Mix & Match – HS Only (minimum 25)

Served Cafeteria Style in the cafeteria. Prices include NS staff labor, disposable plates, napkins, flatware and condiments as appropriate. Circle selections

Pick a combination of ½ Sandwich or ½ Wrap and Specialty Salad, milk or juice, plus two of the following sides: Baked Chips, Brownie Bite or Cookie, Fresh Fruit or Veggies, as available

Discuss Sandwich and Salad options with Cafeteria Supervisor	25	26-50	51-75	76-100	101+	#	Total Cost
½ Sandwich or ½ Wrap & Specialty Salad	6.50	6.25	6.00	5.75	5.50		
Extra Side <i>price per each extra side</i>	0.75						

### You Are Providing Commercially Prepared Foods

*NS Certified Food Manager must be present during preparation, serving and clean-up. Discuss NS staff needed for event with Cafeteria Supervisor.*

<input type="checkbox"/> <b>NS Staff to help with preparing, serving and cleanup</b>	<input type="checkbox"/> <b>Event Volunteers are preparing, serving and cleaning-up</b>
NS Certified Food Manager \$32/hr NS Assistant (as needed) \$24/hr	NS Certified Food Manager \$32/hr
____ # of hours NS Food Mgr (min 2 hrs) \$____	____ # of hours NS Food Mgr (min 2 hrs) \$____
____ # of total hours NS Asst (min 2 hrs) \$____ (# of Assistants ____)	
<b>Services Provided:</b> Food preparation, serving, cleanup, use of equipment, utensils, pans, towels, aprons and hairnets provided.	<b>Services Provided:</b> Orient volunteers to kitchen, train on use of equipment, assist with preparation, serving and cleanup. Utensils, pans, towels, aprons and hairnets provided.
<b>Total Cost of Labor</b> \$	<b>Total Cost of Labor</b> \$