

Nutrition Services: Frequently Asked Catering Questions

How do I reserve the cafeteria? When planning an event, reserve the cafeteria space by calling the Permit Office at (651) 325-2678.

When should I place my order? Please contact the Cafeteria Supervisor at least two weeks in advance of event so we can order appropriately. Can't give us two weeks notice? Contact the Cafeteria Supervisor to see what they might have on hand that will meet your needs and budget.

What if I need the use of kitchen? When you require the use of a school kitchen, our trained school kitchen staff will help you operate kitchen equipment, answer your questions and assist as needed to make your event a success. State law requires that a person who holds a Food Manager's Certificate supervise food preparation in a licensed kitchen. (Foods must be commercially prepared items.) The charge is \$32.00 per hour (minimum of 2 hours).

How do I pay? Orders require a budget code in advance or cash or check payment at time of pick-up.

What if I need to cancel or change my order? Contact us as soon as you are aware of this. If we are unable to reuse items, you will be billed for them.

Are Potlucks allowed in the Cafeteria? Potlucks are allowed in the cafeteria or other parts of the school building. According to MN Statute 157.22, the licensed kitchen cannot be used.

Note: Catering services may be limited or unavailable during non-school days.