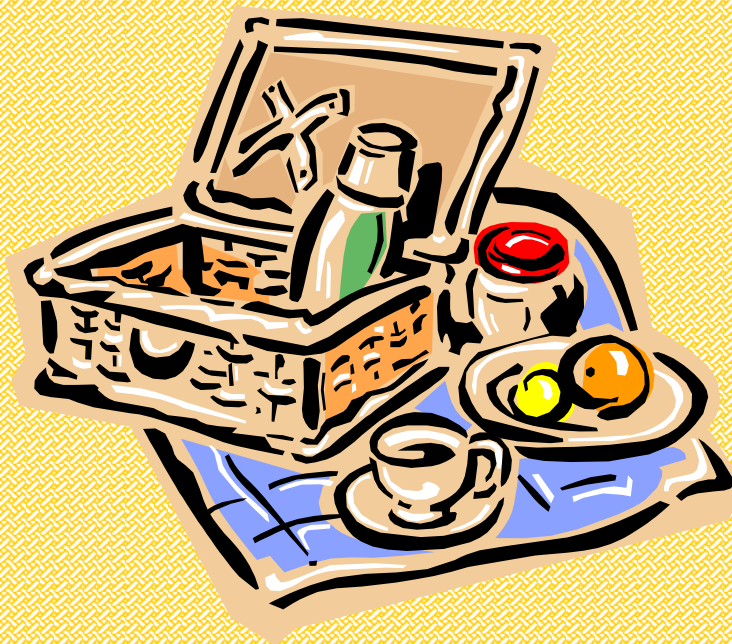


Food Services

CATERING GUIDE

WWW.CPSCHOOLS.COM/DEPARTMENTS/FOOD_SERVICES

1021 Great Bridge Blvd. Chesapeake, VA 23320 ph:757-547-1470 fax:757-547-0916



CHESAPEAKE PUBLIC SCHOOLS

Table of Contents

Policies and Procedures	2-4
Use of School Facilities	
Description of Services	
Other Information	
Refreshments	5-6
Box Lunches	7
Banquets	8-10
Breakfast Buffet	11
Equipment and Linen Rental	12
Order Form	13

Policies and Procedures

There are many times during the school year when the need arises within the school community for the Food Services Department to provide culinary expertise beyond the established school meals program. Guidelines have been established to define the types of service available through Food Services.

USE OF SCHOOL FACILITIES

Resident citizens or organizations of the City of Chesapeake may use school facilities upon approval by the principal of the facility desired, or where applicable, upon approval by the School Board. The group or organization using Chesapeake school facilities shall be responsible for all damage or loss to property and equipment. Refer to Regulation #5-25, Use of School Facilities, for conditions and requirements set by School Board policy regarding use of facilities.

DESCRIPTION OF SERVICES

1. Beverage Services

This is for the organization or individual who needs beverage service with or without pastry. The food service manager will complete the **Special Function** form for this service and send it to the Food Services Office. A bill will be sent from the Food Services Office for functions over \$50.00. Functions costing less than \$50.00 may be billed by the food service manager.

2. Pot Luck or Covered Dish Dinner

When an organization brings prepared foods in serving dishes ready for guests to serve themselves, Food Services assumes no responsibility for quality, sanitation and/or wholesomeness of items. Serving utensils and containers are the total responsibility of the individual in the contracting organization.

If foodservice equipment such as ovens, warmers, serving line, dishwasher, etc. are needed by the organization, **a member from that school's food service staff must be on duty. Food Services requires at least a ten (10) day notice prior to the function to schedule a staff member.** The food service staff member will be paid at the current catering rate, including benefit costs and overtime pay where applicable.

3. Catered Meal by Food Services

Organizations may request the Food Services Department to prepare and serve meals. Special functions of this nature are called Catered Meals. A variety of menus

have been developed to meet the needs of schools and/or organizations. If the menus do not meet the needs of the organization, please contact Food Services for a customized menu.

The arrangements for catered meals should be made not less than **three (3) weeks in advance**. The sponsoring organization must provide Larry Wade, Supervisor of Food Services, a guaranteed number of meals at least **ten (10) working days** prior to the special function. Last minute requests will be accommodated if at all possible; however, any related costs will be added to total charge(s).

4. Teacher Inservice - Administration Meals

Principals occasionally request the Food Services staff to prepare and serve a faculty breakfast or luncheon as a get-together at the opening or closing of the school session or on days when school is closed. **Food Services requires a minimum of one month's notice for such events.**

5. Other Special Functions

Functions not defined in the above categories must be coordinated with Larry Wade, Supervisor of Food Services.

6. After Normal Working Hours

Price quotes in this brochure are based on normal working hours when the food service staff is scheduled to work. Evenings, weekends, and several days before and after holidays and summer break may necessitate alternate arrangements.

7. Pricing

Prices for catering will be calculated using actual food, labor and supply costs. A 10% indirect cost fee will be added after actual costs are determined. **NOTE:** Special event billing is based on the count ordered, not the count served.

It is not economically feasible for Food Services to prepare special functions for less than 100 people. Contact the Supervisor of Food Services for cost if less than 100 meals are to be served. Cost per person may be higher.

8. Cancellation Policy

The Food Services Department reserves the right to bill for cancellations or count changes made 48 hours or less from the scheduled date.

9. For orders or questions, call Larry Wade, Supervisor of Food Services, at 547-1470 (see page 12) or e-mail at wadela@cps.k12.va.us.

OTHER INFORMATION

The following are included in the charge per meal:

- Preparation of food
- Cafeteria line or buffet service
- Cleaning of the cafeteria after the meal
- Paper tablecloths
- Disposable cutlery
- Foam cups
- Elegant foam plates

Glassware and china must be rented. The cost of rental and a \$1.00 per person fee will be added to the cost of the function to cover cleaning and handling. (Approximate rental fee is \$3.25 per person.)

Table set-up and table decorations are the responsibility of the organization requesting the function. Table set-up includes:

- Covering of tables with tablecloths
- Placing napkins, knife, fork and spoon at each setting

Please provide the Supervisor of Food Services, food service manager, and custodial staff of the school where the function will be held with a copy of the table set-up for the function at least **FIVE (5)** days in advance.

Person requesting function must do the following:

- Reserve the school with the principal
- Contact the Larry Wade and provide the following information on a *Special Request* form:
 1. Number to be fed
 2. Date
 3. Time
 4. Menu desired (no price will be set at this time)
 5. Name and telephone number of contact person

After pricing a function, Larry Wade will complete the *Special Function Request* form and send a copy to the organization representative and the food service manager. Immediately following the function, the manager will submit the *Special Function Costing Sheet*, *Special Function Payroll Sheet*, and all invoices (marked special function) to the Food Services Office so billing can be done as soon as possible.

Special functions requesting only labor include the cost for use of equipment and facilities only. If food service equipment, such as ovens, dishwashers, etc. are needed by the organization, a member of the food service staff must be on duty. No employee will be required to work without compensation.

Refreshments

Coffee Service - includes cups, napkins, creamer packets, sugar, sugar sub, and stirrers, in addition to the hot coffee. Regular and decaf are available.

36 cup pot
55 cup pot
100 cup pot



Hot Water Pot available with any coffee service order

Tea Service - includes set-ups as above plus lemon (3 gal.)

Sodas - assorted canned sodas

Bottled Water - 8 oz. or 20oz.

Orange Juice - 4 oz. or 8 oz.

Punch & Cups 25 servings

Mini Bagel w/Cream Cheese

Large Bagel w/Cream Cheese

Doughnuts

Gourmet Muffins

Demi-Danish/Mini Muffins

Cookie Tray

Gourmet (assorted)

Regular (varieties include sugar, chocolate chip, and peanut butter)

Fruit Tray - *Seasonal

contains a minimum of 3 fruits

Mini (serves 10-12)

Small (serves 20-25)

Large (serves 80-90)

Vegetable Tray - *Seasonal

contains a minimum of 4 vegs. plus ranch or creamy italian dressing (serves 20)

Cheese Tray - contains a minimum of 3 cubed cheeses and 3 different crackers



Refreshments



Ice Cream - 3 oz. cups in chocolate, vanilla or strawberry

Lowfat Fudge Brownies - individually wrapped

Cakes - Iced sheet cakes, serves 60
Yellow or chocolate available

Cinnamon Buns - delectable, freshly made
36 per pan



Cheese Rolls - delectable, homemade
36 per pan

Sausage Biscuits - 2 doz. minimum

Ham Biscuits - 2 doz. minimum

Ham & Cheese Toast - 1/2 oz ham &
1/2 oz.cheese - 2 doz. Minimum

Cheese Toast - 1 oz. cheese
2 doz. minimum

Finger Sandwich Tray - minimum of 3 different types: chicken salad, ham & cheese, egg salad, tuna salad, all on ass't. breads (one dozen)

Deli Meat Tray-

3.75 lbs. sliced meat, roast beef, ham & turkey & 2.5 lbs. diced cheeses: American, Provolone & Swiss w/condiments and assorted breads (serves 20)

Salad Tray-

8.5 lbs. of salads(potato, cole slaw, pasta, three bean, broccoli & tropical fruit salad) (serves 15-20)



Box Lunches

Our box lunches are a great way to feed folks on the run or anyone else who is hungry for a quick bite to eat. Lunches consist of one sandwich with lettuce, tomato, and pickle, two side dishes, one dessert, condiments (mustard, mayonnaise, etc.), one can of soda or bottled water (optional), napkin and cutlery, and come in sturdy boxes with handles for convenience or plastic hinged containers. (Special circumstances are involved for preparing box lunches on Mondays, in buildings without a kitchen, the day after holidays, and non-contracted work days such as teacher records days. Call for more information).

MEAT CHOICES

Turkey & American or Swiss Cheese
Ham & American or Swiss Cheese
Roast Beef & Swiss Cheese
Tuna Salad
Chicken Salad
Egg Salad
Vegetarian Choice-
(cucumber, alfalfa sprouts, black olives,
American, Swiss & provolone)

BREAD CHOICES

Choice of one bread:

Croissant	Kaiser Roll
White Bread	Flavored "Wrap"
Wheat Bread	Sub Roll

SIDE DISHES

Choice of two side dishes:

Broccoli Salad	Tropical Fruit Salad
Potato Salad	Baked Potato Chips
Macaroni Salad	Fresh Fruit
Pasta Salad	
Creamy Coleslaw	

DESSERT CHOICES

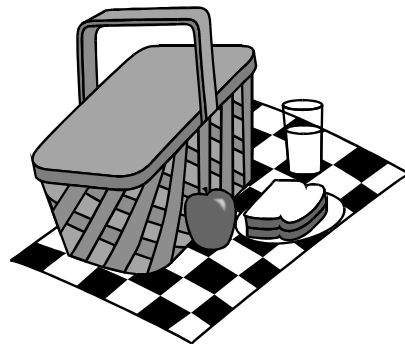
Choice of one dessert:

Gourmet Cookies
Lowfat Fudge Brownie
Chocolate Chip Cookies
Fudge Chip Cookies

DRINKS

Choice of one drink:

Canned Soda - assorted flavors
Iced Tea
Bottled Water



Banquets

Food costs for banquets vary, depending on the menu items selected for the meal. Below and on the next 3 pages are several categories of menus. Choose foods from the pre-costed menu category that best suits your function and contact Larry Wade, Supervisor of Food Services for pricing. For additional options please contact Larry Wade.

Menu Category A

Choice of one: Spaghetti w/Meat Sauce
Lasagna
Manicotti w/sauce

Tossed Salad w/choice of two dressings

Choice of one: Green Beans
Broccoli Spears

Dinner Roll or Cheese Roll w/butter

Choice of one: Frosted Cake
Fruit Cobbler or Crisp
Ice Cream Cup
Apple Pie

Coffee, tea, or milk



Menu Category B

Choice of one: Fried Chicken
Baked Chicken

Choice of two: Mashed Potatoes
Baked Potato w/Sour Cr.
Rice Pilaf
Green Beans
Broccoli Spears
Green Peas
Baby Carrots

Choice of one: Chilled Fruit Cup
Tossed Salad w/ choice of
2 dressings

Dinner Roll or Cheese Roll w/butter

Choice of one: Frosted Cake
Carrot Cake
Fruit Cobbler or Crisp
Ice Cream Cup
Apple Pie
Specialty dessert (add \$1
per person)

Coffee, tea, or milk

Banquets con't.

Menu Category C

Choice of one: Beef Tips w/Peppers &
Onions
Chicken Chow Mein w/
Chinese Noodles

Choice of two: Green Beans
Broccoli Spears
Baby Carrots
Buttered Noodles
Buttered White Rice

Choice of one: Chilled Fruit Cup
Tossed Salad w/choice
of two dressings

Dinner Roll or Cheese Roll w/butter

Choice of one: Frosted Cake
Carrot Cake
Fruit Cobbler or Crisp
Ice Cream Cup
Apple Pie
Specialty Dessert (add
\$1 per person)

Coffee, tea, or milk

Menu Category D

Choice of one: Roast Beef au jus
Sliced Roast Turkey w/
Dressing & Gravy

Choice of two: Scalloped Potatoes
Mashed Potatoes
Baked Potato w/Sour Cr.
Sweet Potatoes
Rice Pilaf
Wild Rice Blend
Green Beans Almondine
Broccoli Spears
California Blend (broccoli,
carrots, cauliflower)
Green Peas
Baby Carrots
Italian Blend Vegetables

Choice of one: Chilled Fruit Cup
Tossed Salad w/ choice of
2 dressings

Dinner Roll or Cheese Roll w/butter

Choice of one: Frosted Cake
Carrot Cake
Fruit Cobbler or Crisp
Ice Cream Cup
Apple Pie
Specialty Dessert (add \$1
per person)

Coffee, tea, or milk

Banquets con't.

Menu Category E

Choice of one: Baked Stuffed Flounder
Chicken Cordon Bleu
Chicken Kiev
Smothered Chicken w/
Mushrooms
Chicken Stuffed w/
Broccoli & Cheese

Choice of two: Mashed Potatoes
Baked Potato w/Sour Cr.
Rice Pilaf
Wild Rice Blend
Green Beans Almondine
Broccoli Spears
California Blend
(broccoli, carrots,
cauliflower)
Green Peas
Baby Carrots
Italian Blend Vegetables

Choice of one: Chilled Fruit Cup
Tossed Salad w/choice
of two dressings

Dinner Roll or Cheese Roll w/butter

Menu Category E con't.

Choice of one: Frosted Cake
Carrot Cake
Fruit Cobbler or Crisp
Ice Cream Cup
Apple Pie
Specialty Dessert
(add \$1 per person)

Coffee, tea, or milk



Breakfast Meal Selections

Breakfast A

Juice
Sausage Biscuit
Coffee

Breakfast E

Scrambled Eggs (2)
Bacon Strips (2)
Sausage (1 patty or link)
Biscuit/Pastries
Baked Apples
Juice
Coffee

Breakfast B

Juice
Sausage Biscuit
Assorted Mini Muffins
Coffee

Breakfast C

Bagels with cream cheese
Assorted Mini Muffins
Fresh Fruit
Juice
Coffee

Breakfast F

Scrambled Eggs (2)
Bacon Strips (2)
or
Sausage (1 patty)
Biscuit
Juice
Coffee

Breakfast D

Juice
Fresh Fruit
Sausage Biscuit
Assorted Mini Muffins
Coffee



Equipment and Linen Rental

Food Services owns a limited amount of catering equipment and linen. These items may be rented on a first-come-first serve basis. The organization or person renting the items is responsible for all loss or damages that may occur while the items are being used. There is no rental charge for coffee pots. However, a handling charge may be applied in certain circumstances where special transportation is involved. Please be advised that the School Board uses the catering equipment periodically. The School Board takes priority over all other groups, regardless of prior reservations.

<p>Tablecloths</p> <p>Tableskirts (with clips)</p> <p>Coffee pots</p> <p>5-gallon Containers</p>	<p><u>Available to be rented from an outside company:</u></p> <p>China:</p> <ul style="list-style-type: none">Dinner platesCups/SaucersBread PlatesWater GobletsJuice Goblets <p>Stainless Utensils</p>
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Date of Request _____

Purchase Order/Vendor No. _____

FAX Your Order to Us

Fax # 547-1470

or call

Chesapeake Public Schools

Food Services

Phone: 547-0916

Contact Person: Larry Wade, Supervisor of Food Services

Special Function Request Form for: _____

Location: _____ Date of Event: _____

Time of Event: _____

Time of Service: _____

Type of Service:	_____ Coffee Service	Method of Service	_____ Buffet
	_____ Catered Meal		_____ Cafeteria Line
	_____ Reception		_____ Table Service
	_____ Other		

Style of Service	_____ Silent Service (Elegant Disposable)
	_____ Regular Disposable
	_____ Real China and Silverware
	_____ Glassware

Room Set-up	No. at Head Table _____
	No. of Tables _____
	No. of Place Settings _____

Number of Meals Expected _____	Guarantee-Call by _____
Number Guaranteed _____	Actual Meals Served _____

Menu:	Item Selection:
Appetizer _____	
Entree _____	
Vegetable _____	
Salad _____	
Bread/Butter _____	
Dessert _____	
Beverage(s) _____	

Cost _____
(To be filled in at Food Services)

Organization's Representative _____
Phone No. of Representative _____