



Poway Unified School District Food and Nutrition Department



Catering Procedures

12225 Kirkham Road, Suite 100
Poway, CA 92064
Phone: 858-668-2570
<http://powayusdnutrition.com>

Our mission is to provide personalized service and delicious meals for any District-related meeting or event. Your patronage supports the Poway Food and Nutrition Department, and all funds stay within the department to further enrich our Child Nutrition Program.

To place an order or discuss an event, contact the Food and Nutrition Supervisor at one of the locations listed below:

Del Norte High School <i>For DNHS, OVMS, D39C, DSES, MRES, SRES</i>	(858) 487-0877 x6331 Internal: 8-808-6331
Meadowbrook Middle School <i>For AHS, MBMS, CRES, HRES, MCES, POM, SCES</i>	(858) 748-0802 x2701 Internal: 8-820-2701
Mt. Carmel High School <i>For MCHS, BMMS, CVES, LPES, RHES, SHES</i>	(858) 484-1180 x3179 Internal: 8-806-3179
Poway High School <i>For Twin Peaks Center, PHS, TPMS, GRES, MID, TBES, VAL</i>	(858) 748-0245 x5188 Internal: 8-805-5188
Rancho Bernardo High School <i>For District Office, RBHS, BHMS, CHAP, PRES, TBK, WWES</i>	(858) 485-4814 Internal: 8-807-4814
Westview High School <i>For WHS, MVMS, ABES, DCES, PVES, SDES, WGES</i>	(858) 780-2051 Internal: 8-809-2051

EVENT PLANNING

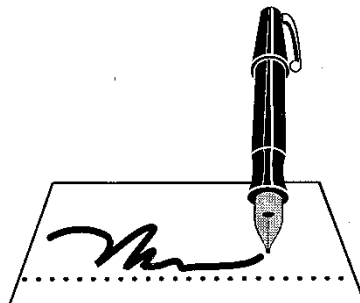
- ✓ **Catering Request.** A Campus Catering Request Form must be completed and signed for all catering functions. This form is available on the Food and Nutrition Department website and should be submitted to the Food and Nutrition Supervisor responsible for your location.
- ✓ **Reserve the Facility.** The person initiating the request shall coordinate the meeting room with the appropriate school site or department. The facility should have adequate space, tables, chairs, custodial support, and any other event requirements.
- ✓ **Access to the Facility.** Scheduled time for the Food and Nutrition Department to set up the catered food shall be included in the arrangements. Serving tables are the responsibility of the person initiating the request.
- ✓ **Scheduling.** The Campus Catering Request Form must be submitted at least ten (10) working days prior to the event.

Poway Unified School District is an equal opportunity provider and employer.

- ✓ **Changes.** Last-minute changes to the confirmed count cannot be guaranteed, but every effort will be made to accommodate the request.
- ✓ **Guarantee.** A guaranteed number of attendees must be confirmed by 10:00 a.m. three (3) working days prior to the event. Any request for increased guest counts will incur additional charges and some menu items may require substitutions.
- ✓ **Cancellation.** All cancellations must be received at least 48 hours prior to the scheduled event. Cancellations less than 48 hours prior to the event will be charged for all costs incurred up to the time of cancellation.
- ✓ **Included Costs.** Catering prices include food, condiments, napkins, cups, disposable utensils, and table covers. Labor and transportation mileage will be calculated after the event and included in the final invoice.
- ✓ **Refund.** A refund cannot be given for unused/leftover food. All food must be consumed on the premises.
- ✓ **Limitations.** Catering by PUSD Food and Nutrition can only be provided for District-related activities on school campus premises.

MONEY MATTERS

- Payment is due within ten (10) days after receipt of invoice.
- Non-student events are taxable at the current California sales tax rate.
- Clients will be invoiced for the minimum guaranteed count or the final count, whichever is greater.
- Charges for missing or damaged equipment and supplies will be added to your invoice.
- Events scheduled after normal working hours and on non-school days will warrant additional labor charges.
- Payment may be made with cash, check, or appropriate budget account code.
- Make checks payable to "PUSD Food and Nutrition."



Use of the Food and Nutrition Department's Mobile Gas Char-Broilers

Food and Nutrition Area Supervisors may authorize school-based organizations to use char-broilers if:

1. The use of char-broilers does not interfere with the school lunch program.
2. The activity at which the char-broiler is used is located on school premises.
3. Requests for char-broilers are made at least seven (7) days in advance.
4. The requesting organization agrees to reimburse the Food and Nutrition Department for all costs associated with using the char-broiler.
5. A Food and Nutrition Assistant must be on duty at all times when using the char-broiler.

MOBILE GAS CHAR-BROILER..... \$ 150.00 Flat Rate*

The flat rate of \$150 includes:

- A maximum of two (2) hours of grill set-up and operation;
- Two (2) tanks of propane; and
- Delivery and pick-up of the char-broiler.

* If your event exceeds the two-hour service time, or if food items prepared on the char-broiler cause more than the usual labor for clean-up, then additional labor hours will be added to your final bill at the rate of the employee assigned to your event.

Equipment and supplies that are lost, damaged, or not returned because of user misconduct and/or neglect will be charged to the organization that initiated the request.

