



Panther

Pantry



Raymore-Peculiar Schools
Child Nutrition Department
Catering Menu



The Panther Pantry

Child Nutrition Catering

Guidelines

Placing an Order:

Please visit the Child Nutrition Department webpage at www.rpchildnutrition.org to view and download the order form. You may fax your order to the Child Nutrition Department at 816-892-1387 or email to rpchildnutrition@raypec.org. If you do not receive confirmation within two business days, please phone Child Nutrition at 816-892-1370.

Ordering Deadlines

Please place your order as far in advance as possible. We request a minimum of one week (7 days) prior to the event, with a final headcount 48 hours in advance. If no final count or changes are received, we will consider the original headcount to be correct. You are then charged for the final count. Additional guests above the original headcount will be charged accordingly. We are always willing to assist you with last minute requests and will do our best to accommodate your needs.

Cancellations

Any cancellations must be received 48 hours prior to the event.

Deliveries

Catering orders will be setup/arrive approximately 15 to 30 minutes prior to the start of your event.

Events Held Outside Business Hours

We are more than happy to provide catering for your event outside of normal business hours. Please contact our office directly to discuss your needs with the Child Nutrition Department.

Employee Personal Orders

Personal orders must be arranged to be picked up and purchased at one of the cafeterias or at the Child Nutrition office.



The Panther Pantry

Guidelines continued

Set Up

Linens and buffet décor are provided for all buffets and full service events unless served through the actual lunch lines, and then current cafeteria décor is used. The customer is responsible for providing and setting up all tables and seating. If special arrangements need to be made, please note this on your order form. Please send the Child Nutrition Department any table lay out designs, or set up an appointment to discuss.

Food Left Over From Catered Events

Food ordered, but not consumed at a catered function will be picked up and properly stored or disposed of by the catering staff of the Child Nutrition Department. This standard is due to the responsibility the Child Nutrition Department assumes for the safety of the food it prepares and serves. Food that is mishandled is susceptible to food borne illness. We want our trained staff to properly chill, store, heat and serve our food items in order to keep our customers satisfied and safe.

Billing

An invoice and/or journal entry will be sent to you following your event. If paying by check, please make payable to Raymore Peculiar Child Nutrition Department. You may send your payment upon receipt of the invoice to the Child Nutrition Department, Attn: Catering. Any item being picked up may be paid at that time. Payment is due at the end of the event for any public catering.

Kitchen Facilities/Equipment

Use of kitchen facilities and/or equipment requires a member of the Child Nutrition staff to be present at a cost of \$25 per hour. Any damage to equipment and/or food will be charged at a replacement value plus any labor necessary. A cleaning charge of \$10.00 per piece of equipment will be assessed if equipment is not properly cleaned.

Equipment Rental

We are not able to provide rental equipment at this time.