
CAMPUS CATERING PROTOCOL
(NSD-W028)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction outlines the functions related to Campus Catering are completed appropriately.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 All Campus Catering and Serna Bistro staff
- 2.2 Executive Chef / Operations Manager
- 2.3 Director, Nutrition Services

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Nutrition Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 Campus Catering Brochure: a “down-loadable” e-pamphlet available on the SCUSD intranet delineating all catered menu items and/or meals available for selection, current pricing, and any other specific details useful in informing SCUSD staff of Campus catering services available.
- 4.2 Catering Request Forms: The Breakfast and Lunch Catering Request Form and the Box Lunch Catering Request Form are e-forms available on the SCUSD intranet for downloading or e-mailing individual or department requests for Campus Catering services.

5.0 PROCEDURE:

- 5.1 The Serna Bistro Executive Chef receives a form requesting catering services via e-mail or fax.
 - 5.1.1 Receipt and scheduling of the requested catered event is confirmed with the department initiating that request.
- 5.2 Quantity food and beverage needs are determined and the inventory on hand is reviewed to assure availability of the products required.
 - 5.2.1 Specialty items are ordered as appropriate.
- 5.3 Each catered event is added to the Serna Bistro food and beverage production schedule.
- 5.4 The food and beverages required for each catered event are produced and prepared for delivery by Campus Catering staff; calling upon the Serna Bistro staff for support as required.
- 5.5 Catered meals are delivered as ordered.

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- 5.6 Following a catered event, the Campus Catering staff recovers utensils, equipment and food refuse.
- 5.7 Departments (or individuals) requesting catering services are invoiced for services rendered.
- 5.8 Reimbursements (fund transfers via budget code and cash payments) are documented through communication between the Accounting Department, the Serna Bistro, and the Nutrition Services Director.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Campus Catering Pamphlet
- 6.2 Catering Request Forms
- 6.3 Catering Invoices

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Campus Catering Request Forms	Nutrition Services	1 year	Discard as desired	Limited to Nutrition Services personnel
Campus Catering Invoices	Nutrition Services	1 year	Discard as desired	Limited to Nutrition Services personnel

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/13/2008	A	Initial Release

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