

Guidelines for Requesting Trip Meals, Special Breakfasts and/or Lunches for Children and Catering Services

Thank you for considering our services for your food service needs. In order for us to provide you with the best service possible to make your meeting a total success, we ask for your cooperation in following the guidelines outlined here when planning your catering orders. While we are working to expand our offerings, the scope of the food services operation dictates what services can be satisfactorily provided. We want your dining experience with us to be mutually enjoyable.

To allow us to provide our best service, requests for all services must be received **4 weeks** prior to your activity, and approved purchase orders must be received **2 weeks** prior to your activity. No service will be provided without payment or purchase order being received.

We have limited supplies that are needed for full service orders only. Utensils and table coverings are available for purchase.

We will do our best to accommodate requests. Avoiding “*last minute*” requests will facilitate receiving the services you desire.

Cancellations will be accepted up to **1 week** prior to your event without penalty. *After that time, you will be responsible for the full cost of the catering event requested.*

NO CASH WILL BE ACCEPTED!!!!

FIELD TRIPS, SPECIAL BREAKFAST OR LUNCH MEALS

Please be aware that the cost of children’s meals on field trips or for special breakfasts and lunches can be significantly reduced and possibly eliminated through the School Breakfast & Lunch Program. Please be sure to indicate the number of free, reduced or full paid students participating in your event when submitting the request form along with the roster list. All payments must be made by the School/Department **2 weeks prior to the event date.** (Check or Money Order)

CATERING

Fill out a request form for catering services.

Minimum order: **10 people**

Contact us if you need assistance with:

- **Options (i.e., non-listed items)**
- **Working within your budget**
- **Staff requirements**

Please call our office at (201) 413-6921 to confirm that we received your request.

Jersey City Public Schools-Food Service Department

Phone: 201-413-6921

Fax: 201-332-0885 or 201-985-8179

REQUEST FOR CATERING SERVICES/TRIPS/SPECIAL MEALS

MUST BE COMPLETED 4 WEEKS IN ADVANCE

School/Dept. Requested by:		Request Date:	
Description of Activity:		Event Time:	Event Date:
Location:		Room:	
Total # to be served:	Number of Students:	Free: Reduced: Paid:	Number of Adults:
Contact Person:		Contact E-Mail:	
Contact Phone:		Contact Fax:	
Select One (1):	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Snack <input type="checkbox"/> Trip <input type="checkbox"/> Other		
Is this to be served as a replacement meal for students? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Selected Menu Items:			
Projected Cost: \$	Program to be billed (School/Dept.): Account number:		
Approved by Principal/Supervisor/Director:			
<i>FOOD SERVICE OFFICE USE ONLY!</i>			
COST: \$ _____ LABOR: \$ _____ PROFIT/LOSS: \$ _____	Additional Set-Up Charge: \$ _____ (Late/Saturdays/Special Needs/Grill)		
TOTAL: \$ _____	THANK YOU!		

Please attach names and titles of any Board members or adult employees that may be participating!

PLEASE CALL OUR OFFICE AT 201-413-6921 TO CONFIRM THAT WE RECEIVED YOUR REQUEST

BOARD CUISINE

Breakfast

All meals include
Plates/Napkins/Utensils/Coffee &
Tea/ Choice of Juice

Continental \$5.00 per person

Bagels
Assorted Pastries
Condiments: Cream Cheese/
Jelly/ Butter

Traditional \$8.00 per person

Choice of: Cheese Omelet or
Scrambled eggs
Choice of: Smoked Ham,
Sausage Links or Bacon
Asst. Rolls & Pastries
Condiments: Cream Cheese/
Jelly/ Butter
Fruit Salad



Lunch

All meals include
Plates/Napkins/Utensils

Deli Wraps & Sandwiches

Trays contain: Tuna, Turkey,
Egg Salad, Ham, American
cheese, and Swiss cheese

- Small (10 - 15) \$40.00
- Med. (20 - 25) \$75.00
- Lrg. (40 - 50) \$150.00

Vegetable Tray *Seasonal

Contains minimum of 4
vegetables w/dip

- Small (10 - 15) \$15.00
- Med. (20 - 25) \$25.00
- Lrg. (40 - 50) \$45.00

Fruit Tray *Seasonal

Contains minimum of 4
fruit w/dip

- Small (10 - 15) \$25.00
- Med. (20 - 25) \$35.00
- Lrg. (40 - 50) \$65.00



Salad Bowls

Choice of: Caesar Salad,
Garden Salad, Potato Salad,
Macaroni Salad, Spinach
Salad, Kale Salad, Bean Salad
- Small (10 - 15) \$15.00
- Med. (20 - 25) \$25.00
- Lrg. (40 - 50) \$45.00

Cheese & Cracker Tray

Contains: 2 - 3 cheeses and
assortment of crackers

- Small (10 - 15) \$30.00
- Med. (20 - 25) \$40.00
- Lrg. (40 - 50) \$75.00

Dinner

\$10.00 per person

All meals include
Plates/Napkins/Utensils/Asst. Rolls
with Butter & Choice of drink

Choose one (1)

- Chicken Frances
- Chicken Parmesan
- Baked Chicken
- Meatloaf
- Roast Beef
- Roast Turkey

Choose one (1)

- Steamed Broccoli
- Buttered Cauliflower
- Beans Almandine
- Peas & Pearl Onions
- Seasonal Vegetables

Choose one (1)

- Rice
- Pasta
- Baked Potato
- Whipped Potatoes
- Parsley New Potatoes

Choose one (1)

- Tossed Green Salad
- Potato Salad
- Cole Slaw
- Caesar Salad
- Kale Salad
- Spinach Salad



Beverage

Cold Drinks

- Orange Juice \$0.75
- Apple Juice \$0.75
- Canned Soda \$1.00
- Snapple Tea \$1.50
- 8oz Bottle Water \$1.00
- Milk \$0.60



Hot Drinks

Coffee/Tea: Includes cups,
napkins, creamer, milk,
sugar, stirrers

- Small (10 - 15) \$10.00
- Med. (25 - 30) \$15.00
- Lrg. (40 - 50) \$25.00
- X-Lrg.(75 - 100) \$50.00



A La Cart

- Cookies \$0.60
- Cupcakes \$1.25
- Brownies \$1.25
- Pound Cake \$1.25
- Chips \$0.75
- Pizza Pies \$12.00
- WW Pizza Pies \$16.00

