

Catering Guidelines

Our goal is your satisfaction with the quality of our service and products you order. In order for us to properly plan and prepare each order, we have established the following guidelines.

1. We guarantee your satisfaction. If you are not satisfied, please let us know immediately so we can correct the situation.
2. All catering requests submitted to Nutrition Services must have the required signatures authorizing the expenditure of funds prior to the order being accepted. An email from the district staff authorized to approve the purchase of food with budgets or grants will be accepted to start processing an order, but the actual signature must be submitted prior to the event taking place. If the proper signatures are not received, the person requesting the services accepts the full financial responsibility for the cost of the order.
3. Orders along with a guaranteed number should be submitted three work days prior to the date services are being requested. We will not guarantee being able to provide Service for requests submitted with less than three days lead time.
4. Your timeliness will be rewarded. Orders submitted 10 working days prior to the requested date will be discounted 5% (form must have all the required signatures to receive this offer).
5. Any service request that involves a service or product not currently offered on this menu, must be discussed with the catering supervisor before being submitted.
6. Orders should be submitted on the most current catering request form. The form can be downloaded from the Nutrition Services Web page at: www.seattleschools.org/area/nutrition-svc/forms/catering_contract.pdf
7. Requests for meals to be served in the auditorium must be approved by JSCEE Building Manager, before such an event can take place.
8. All events are quoted based on the service being delivered and set-up only. If you want a catering staff member to be present during the event, please discuss your needs with the catering supervisor prior to submitting your request. There may be an additional labor charge for such service.
9. If you have a special event that you want to design a different menu for, make an appointment to meet with the catering supervisor to discuss your needs. If the event is something we feel we can successfully provide for you, we will be happy to provide a quote.
10. Table linen and decorations will be provided for all orders over \$50. If you desire this service on orders under \$50, please discuss with the catering representative. An additional charge may apply.
11. Equipment used in the set up and service of catered orders should not be moved from the original site without authorization from Nutrition Services. If equipment is not returned, replacement charges may be applied to the final bill.
12. Prices are subject to change. Prices are guaranteed for 30 calendar days from the date a service request is received by Nutrition Services.
13. The availability of services for late afternoon, evening and weekend events depends on the availability of the necessary resources to provide any service requested.
14. The prices contained in this publication apply only to events and services provided at the JSCEE building. The availability of offsite catering services is limited. Requests are reviewed on an individual basis.
15. Event planner is responsible for informing Catering Staff if a special room setup is required. Planner is responsible for arranging for the appropriate room set-up by contacting the JSCEE Custodial staff at 206-793-2267.
16. The prices and services contained within this document are available effective 12/1/2008.
17. If you a question not addressed in the information above, please contact the Nutrition Services Office at 206-252-0675.