

Catering and Food Service **at individual school sites and at the JSCEE**

Our goal is your satisfaction with the quality of our service and products you receive. In order for us to properly plan and prepare each order, we have established the following guidelines. These guidelines apply to District and Non-District activities at school locations and the JSCEE.

District outreach to the families in our community is one of our strategic goals as is the promotion of the Nutrition Services program. The health and safety of Seattle students, families, staff and the broader community is also paramount. Therefore, approval by the Assistant Superintendent of Business and Finance or the Assistant Superintendent of Operations is needed prior to utilizing third party caterers for district sponsored community outreach and similar events. Utilizing District staff to prepare meals for these types of events takes into account the District's goal of increasing school meal participation rates by exposing families to the types of quality services offered by the Nutrition Services department. The decision to approve paid 3rd party Catering services will include scope and purpose of the event as well as recent health inspection reports for the caterer,

- This guideline does not apply to space rented or leased through building or property rentals with the exception of #2 below. District sponsored business activities and events utilizing grant or district funds, (including self-help funds) for Catering must adhere to this policy.
- This guideline does not apply to building potlucks or departmental functions if the school kitchen is not used and if food is prepared or purchased with non-district funds (no grants, self-help, district reimbursements, etc).
- **Events at Schools:** SPS Nutrition Services Department (NS) must be contacted to provide all catering from the first day of school through the last day of school including all breaks and weekends. School sites must provide NS with at least seven (7) business days prior notice. The availability of offsite catering services is limited. Requests are reviewed on an individual basis
- **Events at JSCEE:** NS must be contacted to provide all catering including all breaks and weekends except during the month of July. JSCEE event planners must provide NS with at least five (5) business days prior notice. Some event needs require more than a 5 business day notice. The catering menu outlines those exceptions.
- NS Director (or designee) must review any event and will document in writing within two (2) business days if they are unable to provide the service and the school/JSCEE event planner can make alternative plans.
- Catering requests for all District sponsored business activities must have approval from the accounting manager to use grant or district funds, including self-help funds before NS can accept orders. If proper signatures are not received, the person requesting the services accepts the full financial responsibility for the cost of the order.
- 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 will be an additional labor charge for such services.
- Any request that involves a unique menu or service not offered currently on the menu will require an appointment with the catering supervisor to review and discuss the needs. If this service can be provided NS will be happy to provide a quote.
- A service after 2:00 p.m. and weekends depends on the availability of the necessary resources to provide any service requested. There will be additional labor charges added to these requests.

- The event planner is responsible for informing catering staff if a special room setup is required and for contacting the Head Custodian for arranging the room setup. All costs for NS staff are paid by the event organizer and arranged with approved Cost Center prior to the event.
 - 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 will be applied to the final bill.
 - If you have a question not addressed in the information above please contact the Catering Supervisor at 206-252-0675.
 - If the NS Department declines the event and the event organizer wishes to use a third party Caterer they will need to provide the Assistant Superintendent for Operations with proof of insurance, health permits, business license, and record of health department inspection report for the last 12 months. The Assistant Superintendent for Operations, or designee will determine if the use of the 3rd party is appropriate.
1. **Self-Prepared and served outside of NS kitchen facilities** by teachers, parents, parent groups, administration, departments, etc (potluck, bake sale, social parties, fundraisers):
 - a) Not allowed if using district funds (including grants, self-help, district reimbursements for food purchase),
 - b) Allowed if non-district or private funds and no NS kitchen or serving facilities are used.

School administrators and event planners should be cognizant of the imperative for proper licensing and permitting for food events in the school. A call to the local Health Department for self-prepared events is advised.

2. **Self-Prepared using the school/ISCEE NS kitchen facilities** (a completed Facilities Use Form prior is required):
 - a) Regardless of if the organizer brings in all the food and service staff, a Nutrition Services staff person must be hired to be the PIC for Health Code reasons for the entire time they are in the kitchen (arrival – setup – cleanup). Nutrition Services will determine the number of staff to be hired depending on the size and scope of the event. This work is offered to NS staff (starting with staff at the host school/site) by job title seniority for actual time needed by the group. A minimum of 3 hours labor will be charged to the event.