

**SUFFOLK PUBLIC SCHOOLS**  
*Food & Nutrition Services*

**CATERING GUIDE**



**Our Mission**

The mission of Suffolk Public Schools Food & Nutrition Services program is to provide appealing and nutritious meals at an affordable rate with excellent customer service.

*Revised October 2011*

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**Minimum Order:** There is a minimum order of \$40.00 for all catering events that are not held within a school site. For such events, a delivery fee will be added.

**Advanced Notice Required:** In order to provide quality service and schedule staffing it is helpful to receive as much advance notice as possible. **Please place orders at least (10) working days prior to an event. We reserve the right to decline orders received less than ten days before the event.** Short notice requests requiring a special delivery may be assessed additional fees.

**School Food Service and Catering:** The Office of Food & Nutrition Services is pleased to facilitate special event catering for activities within the school division. **For all events, the fee for food, supplies, and labor has been calculated into the total cost.** Federal regulations prohibit using food service revenue to subsidize meals served to adults. Therefore, catering prices are set to cover the complete cost of the event. The prices indicated within this brochure serve as a basic guideline for school system events. The actual charge to the customer depends on the final details of the event.

**Placing An Order:** You may place your order with Robert Morris, **robmorris@spsk12.net** via email. **The catering order form may be retrieved from the SPS website by clicking on the department link then select Food Services.** You should receive an E-mail confirmation within twenty-four hours. If confirmation is not received, the order is not booked. If you are unable to send an order via e-mail, fax the form to the Office of Food Service at 925-5730. **Verify that your facsimile order has been received by calling 925-5789.**

**Cancellation and Order Adjustment Policy:** Cancellations must be made a minimum of **48 hours** prior to the scheduled event. **If proper cancellation notice is not given, the requesting party may be charged for any incurred expenses.** Customers desiring changes to the original order must discuss adjustments with Food Services. A change is not made unless confirmed by Food Services.

## **EXECUTIVE BOXED MEALS**

When you need lunch on the go, satisfy your appetite with a delicious boxed meal!

Meal services as low as \$7.50 per person.

Your choice of a sandwich w/lettuce, tomato & pickle, two side dishes, dessert and a beverage.

### **Select or create a sandwich:**

Smoked Turkey & Cheese on a Kaiser Roll

Homemade Chicken Salad on a Croissant

Deli Sub with Assorted Cold Cuts

Homemade Tuna Salad on a Wheat Roll

Turkey Tortilla Roll-up

Club Sandwich w/ Turkey & Bacon

### **Select Two Side Dishes:**

Broccoli Salad

Pasta Salad

Marinated Vegetables

Fruit Cup

Coleslaw

Macaroni Salad

Potato Salad

Fresh Fruit

Assorted Chips

Pretzels

### **Select a Dessert:**

Brownie

Gourmet Cookie

Snack Cake

### **Select a Beverage:**

Canned Soft Drink

Canned Juice Drink

Bottled Water

## CATERED MEALS & RECEPTIONS

Food & Nutrition Services can provide catered meals in a variety of service formats and price ranges. The menu, time of day and mode of service may affect pricing.

**Meal services start as low as \$8.00 per person.**

### Popular Offerings

Fresh Fried Chicken	Baked Pork Chops
Baked Lasagna	Spicy Seafood Creole
Roasted Prime Rib	Glazed Spiral Cut Ham
Chicken & Shrimp Kabobs	Roasted Pork Loin
Chicken w/ Mushroom Sauce	Fried Whiting Fillets
Stuffed Chicken Breast	N.C.-Style Barbeque
Deluxe Deli Buffet	Herbed Baked Chicken

### Receptions

You may mix and match from the items listed below or you may contact our office for a custom menu.

A minimum order of 30 servings is required.

**~\$1.50 Per Person/Per Item~**



Cheese & Crackers  
 Tortilla Roll-Up Slices/Rounds  
 Meatballs with Sauce  
 Filo Cheese & Spinach Triangles  
 Ham Biscuits  
 Chicken Drumettes or Tenders with Dipping Sauces  
 Egg Rolls with Dipping Sauces  
 Miniature Quiche

### ASSORTED



### BEVERAGES

### FRESHLY BREWED COFFEE/HOT TEA

*(Prices include paper products & Condiments)*

30 Cups		\$21.00
55 Cups		\$29.00
100 Cups		\$42.00

Hot Cocoa & Tea Bags  
 \$0.75

### OTHER BEVERAGES

*(Prices include cups & ice)*

Brewed Iced Tea (3 Gal./35 Servings)	\$11.50
Canned Sodas	\$1.00
Bottled Sodas (2 Liters)	\$5.00
Fruit Juices	\$1.00
Bottled Water	\$1.00



## DESSERTS & CHIPS



Variety Chips	\$0.85 Each
Snack Mix (1 lb. bag /14 servings)	\$6.50 Each
Fresh Bakes Gourmet Cookies	\$0.65 Each
Iced Brownie Squares (1 oz)	\$0.85 Each
Ice Cream Cups (3 oz)	\$6.00/Dozen
Peanuts & Mints	\$1.00/Per Person
Iced Sheet Cake (½ sheet)	\$30.00

## MISCELLANEOUS ITEMS

Tablecloths (White Paper with Plastic Liner)	\$4.00 Each
Cocktail Napkins	\$2.00/25 Count
Dinner Napkins	\$2.75/25 Count
Plates 6" Foam	\$2.00/25 Count
Cups 16 oz	\$2.00/25 Count
Cups 8 oz hot	\$2.00/25 Count
Plastic Utensils (Knives, forks and spoons)	\$2.00/25 Count

**Tablecloths, Napkins, Cups, and Plates  
are included with food and beverage orders.**



## CONTINENTAL BREAKFAST & A LA CARTE

Breakfast Biscuits (Ham, chicken & sausage)	\$1.75 each
Add cheese	\$0.25 each
Large Gourmet Muffins (4 oz) (Blueberry, Banana, Cheese & Choc. Chip)	\$1.50 each
Bagels (Includes Margarine, Jelly & Cream Cheese)	\$1.25 each
Assorted Danish	\$7.50/Dozen
Assorted Donuts (1.25 oz)	\$6.50/Dozen
Muffins (1.5 oz./Blueberry & Cranberry)	\$6.00/Dozen
Tropical Fruit Salad (Minimum 12 servings)	\$0.85 Per Person
Fresh Fruit Salad (Seasonal)	\$1.50 Per Person
Breakfast Casserole	\$2.00 Per Person

## HOT BREAKFAST BANQUETS

As Low as \$5.75 Per Person