CATERITNG GUIDELINES

Thank you for your interest in our catering service provided by the West Valley School District Child Nutrition Department.

Kendal Bjerke, Child Nutrition Coordinator, will assist you with your catering event. In order to better assist you in planning your catering needs, please read below and plan accordingly.

Catering events must be scheduled *at least two weeks in advance*. This will allow us to plan and receive our food order in time for your event.

If you *plan on using a school kitchen*, per health department requirements, we are required to have a trained person onsite to oversee the commercial kitchen. A **\$25.00 per hour per person** fee will be added to your invoice.

To use our school kitchen, please complete a Facility Use Form online.

- 1. Please *email Kendal Bjerke at bjerkek@wvsd208.org* your catering event information *at least two weeks prior* to event.
 - o Event Name?
 - o Date & time of event?
 - o Locations of event?
 - o Number of people to serve?
 - Type of catering service (breakfast, snack, lunch, etc.)?
 - O Who is sponsoring the event?
 - Contact information (name, phone number and email)
 - o Billing information (name, phone number, email, and billing address)
- 2. Kendal Bjerke will contact you shortly after receiving your catering event information. She will help plan your meal choices. Please review our catering menu and prices.
- 3. A *firm count* for catering event will be given to the Child Nutrition Department *no less than 5* work days prior to the event. No changes will be accepted after that time.
- 4. *Cancellations* must be made *at least 3 work days prior* to the event. If notice is not made within the time period, a \$100.00 service charge will be implemented.
- 5. Catering events outside the West Valley School District: equipment will be returned to the Child Nutrition Office between 8:00 a.m. 2:00 p.m. during regular school days. Customers will be billed for any equipment that is damaged or not returned at current pricing levels.
- 6. You will receive your invoice shortly after the event. We accept exact cash at the Child Nutrition office or a check mailed to WVSDCN, 7507 Zier Road, Yakima, WA 98908.
- 7. Deliver charges are included in the catering price for events hosted in school buildings and district facilities. For events held outside the school district, a minimum delivery charge of \$30.00 (within 10 miles) will be applied to the bill.

Catering Menu & Prices

\$5.00	
\$7.00	
\$7.00	
\$10.00	
\$1.00	
\$1.50	
\$1.50	
\$12.00	
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•	
•	
7-2-100	
\$1.75	
	\$7.00 \$7.00 \$10.00 \$1.50 \$1.50 \$1.50 \$1.50

\$1.75

Fresh Pico De Gallo & Chips | per person

BREAKEAST SET UPS

BREAKFAST SET UPS		
Each breakfast will come with coffee, juice,	& freshly cut fruit.	
Minimum of 6 orders per option.		
Assorted Danish per person	\$6.00	
Assorted Muffins per person	\$6.00	
Assorted Scones per person	\$6.00	
Assorted Bagels per person	\$6.00	
Cinnamon Rolls per person	\$6.00	
Parfait Bar per person	\$6.00	
DELI PLATTERS		
Fresh Fruit Tray		
Sweet seasonal fresh fruit		
Medium (serves up to 20)	\$35.00	
Large (serves up to 35)	\$40.00	
Vegetable Tray		
Colorful variety of seasonal & local veget	ables, plus our homemade	ranch
Medium (serves up to 20)	\$35.00	
Large (serves up to 35)	\$40.00	
Meat & Cheese Tray		
Savory deli meat & sliced cheeses		
Medium (serves up to 20)	\$40.00	
Large (serves up to 35)	\$55.00	
Finger Sandwich Tray (Hoagie Roll)		
Savory deli turkey and/or ham, served wi	th condiments.	
Medium (serves up to 20)	\$40.00	
Large (serves up to 35)	\$55.00	

BOXED LUNCHES

Each boxed lunch is filled with freshly cut fruit, chips, & dessert.

Minimum of 8 orders for each option		
With beverage per person	\$9.00	total
Without beverage per person	\$8.00	total
Turkey, Bacon, & Cheese Sub Sandwich		
Turkey, bacon, cheese, lettuce, tomato, &	chipotle mayo on a h	noagie roll
Zesty Italian Sub Sandwich		
Ham, pepperoni, cheese, lettuce, tomato,	& chipotle mayo on a	a hoagie roll
Roast Turkey or Honey Ham Sub Sandwich	_	
Ham or Turkey, cheese, lettuce, tomato, &	& condiments on a ho	agie roll
Veggie Salad Sub Sandwich		
Cheese, lettuce, tomato, cucumber, sweet	t pepper, onion & con	diments on a hoagie roll
Chef Salad		
Romaine lettuce, ham & turkey, egg, chee	ese, tomatoes & home	emade ranch dressing
Chicken Caesar Salad		
Romaine lettuce, chicken, parmesan chee	se, tomatoes, croutoi	ns & Caesar dressing
SIDES		
Pasta Salad (24 .5 cup servings)	\$15.00	
Rotini Pasta, chopped vegetables, & Italian di	ressing	
Green Salad (24 1-cup servings)	\$15.00	
Romaine lettuce, cherry tomatoes, cucumber,	croutons, cheese, &	ranch
Potato Salad (24 .5 cup servings)	\$15.00	
Diced potatoes, sweet pickle, celery, onions w	vith mayo dressing	

HOT SELECTIONS | SPECIAL EVENTS

These hot selections are served family style with salad, freshly cut fruit, dinner roll & dessert. Please note - additional service charge for event at \$20/hour.

Minimum of 24 orders for each option		
With Beverages per person	\$10.00	total
Without Beverages per person	\$9.00	total
*Beverage includes bottled water & assorted bot	tled juices	
Spaghetti & Meat Sauce		
Homemade meat sauce & herbs; served with	spaghetti noodles	3.
Parmesan Chicken & Noodles		
Breaded chicken, topped with marinara sauce	and cheese; serv	ed with garlic noodles
Cheese Zombie & Tomato Soup		
Homemade cheese zombie; subject to availab	ility	
Baked Potato Bar		
Includes bacon tidbits, cheese, sour cream and	d served with vege	etarian chili.
Street Taco Bar		
Choice of seasoned ground beef or chicken; in	cludes toppings a	nd served with Spanish
rice and black beans.		
Southern BBQ Bar		
Choice of BBQ chicken or pork and served with	n coleslaw and co	rnbread.
Asian Takeout Bar		
Choice of orange chicken or chicken teriyaki a	nd served with ch	ow mein and veggies.
DESSERT TRAYS		
Homemade Cake (12" x 20" pan)	\$15.00	
Wacky Chocolate Cake w/Chocolate Frosting		
German Chocolate Cake w/Coconut Frosting		

Once complete: Please download/save this form and email to bjerkek@wvsd208.org