

Cultural Cuisine Instructions

Our instructions are new, please take a moment to read. We have made some changes to the catering process in order to provide you this quality experience. We hope you find the new instructions easy to follow. Other than your reserving your event date and your original order (lines 3 and 5), all communication about the event will be with your school kitchen manager.

Steps in booking a Cultural Cuisine:

1. Poll your students for who will be participating in your event. We ask that you have between 90-100% participation of your class. Let your students know they need a ticket in order to eat a cultural cuisine meal.
2. Give this list to your school kitchen manager, to make sure the students have money* on account*(or are free/reduced). If students do not have money on account, please start the process of collecting money from your students so you have it on the day before the event.
3. Decide a date and a menu and call the central kitchen to reserve your event date. Please give at least 1 week notice,-- longer if you are planning an event before a holiday or any scheduled day off.

Note: We are limited on how many we can do in one day as we have limited equipment that we can dedicate to these events. Our bookings for Cultural Cuisines are done on a first come first serve basis.
4. Cost for elementary student lunch served at the same time as your regular lunchtime in your school is \$2.00 and adults \$3.25. Any siblings not enrolled in the FWPS are to pay \$3.25 for their lunch. ***We cannot give away lunches. All lunches must be accounted for.*** Any lunches not served (except for students who are absent the day of the event, but present at the time of the original order) will be billed to you at the adult rate.
5. Call the Central kitchen (ext 5556, 5554 or 5558) or order on line. Please have the following information:
 - o Date
 - o Your name and telephone number at school
 - o The estimated number of student and adult meals being ordered. You will not have to call back with changes in count we will get the final count from the kitchen manager the day before the event.
 - o Confirmation of your menu. The menu needs to comply with the NSLP guidelines for a lunch. This would include 2 oz meat/meat alternative, 3/4serving of fruit and vegetable, 1 serving of bread/grains, 8 oz of milk.

6. The day before the event collect the money and give the money and list of students and/or adults participating and if they are using their account or have paid cash (if they are paying cash please record how much was paid by the name) to your school's kitchen manager. The total from this list will be your final count and the Kitchen manager will call in the count from that information. You do not have to call the Central Kitchen. We cannot take changes in the count called on the day of the event, as the food is already ordered and in the process of preparation.
Please provide a list of the students and/or adults paying cash for the lunch so the money can be put on the proper account.
7. On the day of the event the cards for the students eating must be pulled or a list of student names given to the kitchen manager along with a count of adult meals before lunch is over. So they can be put into the computer system this will also be the amount of lunches served. Please make note of any students who had planned on eating but were absent the day of the event. Please do not give a lunch count to the office on the day of the event unless you have students eating the regular school lunch. If you have students eating the regular lunch give only those students as your count to your school office.
8. The kitchen manager will call in the amount of lunches served and any lunches not accounted for (except those for students who are absent) will be billed to you at the adult rate. (If your count is accurate you should not have unserved lunches and an additional billing)

Any left over food is to be returned to the cart and the cart is to be returned to the school's kitchen. On Fridays, long weekends or holidays the carts will be picked up by one of the Central Kitchen's drivers so have it to the kitchen by 1:30 pm. Please remember you are not to keep or give away extra food that has not been eaten per Federal Guidelines and safe food handling procedures.