

# North St. Paul-Maplewood-Oakdale School District

## Catering Guide

### Deli Trays, Hors D'oeuvres & Snacks

Nutrition Services is happy to provide refreshments and/or meals for your group meetings and events. This handout contains kitchen use guidelines, menu ideas, and pricing. If this listing does not include a specific item you are interested in, please contact us at 748-7530.

#### Catering Orders

Orders should be placed at least two weeks in advance, however we will try to accommodate all orders based availability. All orders should be placed by using a catering request form and sent to the Nutrition Services Department at District Office.

#### Prices

Prices listed are subject to change depending upon market prices and distributor availability.

### Beverages

Coffee (Regular or Decaffeinated)

Price includes cups, napkins, cream, sugar, and stir sticks.

30 cups.....\$22.00

50 cups.....\$37.00

100 cups.....\$75.00

Punch.....\$6.00/gallon (15-20 srv)

Lemonade.....\$6.00/gallon (15-20 srv)

Soda.....\$1.00/can

Bottled Water.....\$1.00/bottle

Juice.....\$.40/4 oz.

Milk.....\$.40/8 oz. carton

(Bulk beverages include cups and napkins)

### Breakfast

**Option 1:** Choose a cinnamon roll, muffin, pastry, or bagel with cream cheese and coffee.....\$3.25/person

**Option 2:** Choose a cinnamon roll, muffin, pastry, or bagel with cream cheese, coffee, and juice.....\$3.50/person

**Option 3:** A variety of cinnamon rolls, muffins, and pastries, fresh fruit, coffee, and juice.....\$5.00/person

(All options include paper products and coffee supplies)

### Bakery

Cookies (1.5 oz.).....\$5.00/doz.

Gourmet Bars/Brownies.....\$15.00/doz.

Assorted Muffins (4 oz.).....\$12.00/doz.

Assorted Muffins (Mini).....\$6.00/doz.

Petit Fours or Mini Cheesecakes.....\$13.00/doz.

Scones.....\$15.00/doz.

Carrot Cake.....\$15.00/doz.

*Thank you for choosing #622 Catering!*

**Tray Sizes:** Medium (25-30 Srv) Large (40-50 Srv)

Veggies and Dip Tray Medium....\$38.00 Large...\$60.00

Fruit and Cheese Tray Medium....\$40.00 Large...\$65.00

Fresh Fruit Tray Medium....\$40.00 Large...\$65.00

Cheese, Meat, & Cracker Tray Medium....\$45.00 Large...\$70.00

Cheese and Cracker Tray Medium....\$35.00 Large...\$55.00

Layered Mexican Tray Medium....\$45.00 Large...\$60.00

Fresh Shrimp Tray Medium....\$45.00 Large...\$75.00

Whole Fruit Bowl Serves 12 \$12.00

Guacamole, Salsa & Chips Serves 25 \$30.00

(Include plates & napkins)

### Lunch

**Box Lunch:** Includes sandwich choice, chips, veggie sticks, fresh fruit, cookie, or bar, and condiments.....\$7.00/person

**Soup & Sandwich:** Choice of soup with a variety of deli sandwiches, dessert, and choice of beverage.....\$8.00/person

**Soup & Salad:** Choice of soup with a side salad, assorted rolls, dessert, and choice of beverage.....\$8.00/person

**Chili Lunch:** Served with a variety of condiments (grated cheese, chopped onion, and sour cream), corn bread muffins, veggie tray, dessert, and choice of beverage.....\$8.50/person

**Cold Sandwich Buffet:** Make your own sandwich from choice of deli meats and sandwich fixings. Served with fresh fruit, chips, dessert, and beverage.....\$8.50/person

**Taco Salad Lunch:** Make your own taco salad with taco meat, shell, and fixings. Served with fresh fruit, dessert, and beverage.....\$8.50/person

**Salad & Cheese Filled Breadstick:** Choice of Salad, dessert, and choice of beverage.....\$8.00/person

**Big Daddy's Pizza 16" Pepperoni or Cheese 8 slice.** \$15.00/Pie

**Big Daddy's Pizza 16" Vegetable or Specialty** .....\$16.00/Pie

### Kitchen Use Guidelines

#### District #622 Permit

A permit must be obtained for every event requiring the use of a District #622 kitchen. Permits can be obtained by contacting District #622 Community Education Department at 748-7439.

Any use of a kitchen facility must include a Nutrition Services employee on site for the duration of the event at a charge of \$35 per hour. The employee will supervise the operation of equipment and use of the facility, but the sponsored group must provide volunteers to do prep work, set-up, and all clean-up.

#### Health Department Licensing

All District #622 kitchens are licensed facilities. All health department rules and guidelines apply.

The Minnesota Department of Health requires a license when food is purchased outside the district or donated, and is prepared in a District #622 kitchen. The cost and processing of the license is handled by the local health department.



North St. Paul-Maplewood-Oakdale Schools  
2520 E 12th Avenue  
North St. Paul, MN 55109  
651-748-7530

# Catering Form

*Please complete catering form and return to 622 Nutrition Services - DEC*

Event Name: \_\_\_\_\_

Payment Method

Department/Contact Phone Number: \_\_\_\_\_

Cash/Check Amount Paid: \_\_\_\_\_

\_\_\_\_\_

Invoice Requested/Billing Name and Address:

Event Location: \_\_\_\_\_

\_\_\_\_\_

Date/Time Needed: \_\_\_\_\_

\_\_\_\_\_

Number of People: \_\_\_\_\_

Transfer/Account Code: *(Internal Use Only)*

\_\_\_\_\_

\_\_\_\_\_

*(Signature)*

Food / Beverage Requested: *(Please be specific with the amount of servings needed for your request)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Department Use Only*