



Catering Manual

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Table of Contents

I.	Introduction	2
	Contacts	
II.	Catering Procedures	3
III.	Sample Menu	5
	Beverage Menu	
	Breakfast Menu	
	Luncheon Buffet and Plated Service Menu	
	Hors d'oeuvres	
	Appetizer Buffet and Snack Buffet Menu	
	Dinner Menu	
	Dessert Menu	
IV.	Catering Forms	13
	Catering Request Form	
	Production Order	
	Invoice	

Introduction

The Culinary Arts Management program is committed to providing a quality education and training for all students, especially those seeking to become hospitality professionals. Faculty members foster the growth of the individual by providing each student with the skills and knowledge to achieve excellence in his or her goals. The program works in partnership with the hospitality industry to benefit both the students and the professional.

Culinary Arts students hone their skills in real-world settings that offer a rich blend of theory, skill development, and practical application. Many students work and study in the on-campus restaurant, Aqua Terra Grill, which is open to the public several days a week. Others get practical experience by working on off-campus catering assignments or in internship settings. All students work in the commercial kitchen that is the heart of the program.

Catering is an educational program at CCC Culinary Arts Department. Students will complete a 1-unit lecture class to provide them with more preparation for the catering function. With this in mind, please be aware that catered events are educational sessions for the students. Events can be scheduled only when there is an instructor available to supervise the students providing the service.

We utilize local, sustainable, and natural ingredients on all menu items when possible. Therefore, the menu is constantly changing based on seasons and availability.

Please inform us in advance of any known food allergies or preferences.

Contact

Angel Chau, Instructional Assistant

Direct: 510.215.3878; Email: culinaryarts@contracosta.edu

<http://www.contracosta.edu/culinaryarts>

Catering Procedures

This manual has been developed to assist you in requesting food/pastry and/or beverage service. To ensure proper handling of your request, please email or send through intercampus mail your completed “Catering Request Form” to: Angel Chau, Instructional Assistant, for events to be scheduled. Your catering request is not official until it has been verified by Chef Nader Sharkes. Please read all instructions carefully before filling out your request form.

I. Time

Catering services are available Monday through Thursday from 7:00am to 2:00pm. Events at other times will require special scheduling to be certain that there is a faculty member available to supervise the event.

II. Confirmation

All orders must be made at least one week before the event. Any changes in an order must be received and verified a minimum of 48 hours prior to the event. Final counts are due 2 days prior to the event. Remember, the food for the event must be ordered from our commercial vendors.

III. Cancellation

In the event of cancellations or late changes, (less than 48 hours), Culinary Arts Department reserves the right to bill 50% of the original billing amount or the amount that has been changed.

IV. Location

Permission of any on-campus locations (other than the Aqua Terra Grill) must be made through the Use of Facilities (e.g. 25Live) not Culinary Arts Department. Please make all setup and special equipment requests at that time.

V. Form

All catering requests need to be typed or printed legibly. The form must be filled out as completely as possible. Please contact Angel Chau, Instructional Assistant if you need help.

VI. Payment

Two methods of payment are available:

1. Charge to a department budget or program number. The appropriate 21-digit GL number needs to be on the form prior to the event.
2. If payment is in check form, please make the check payable to: Contra Costa College Culinary Arts.

For any catering request made by individuals or groups outside of Contra Costa Community College District personnel, a 50 percent deposit is due one week before the event. A balance payment will be due on the day of the event.

VII. Off Campus

All off campus catering requires a minimum of \$500.00 on weekday or \$1,000 on weekend. Additional charges may apply to weekend and evening events.

VIII. Price

All prices are subject to change. Sales tax will be included in Food/Beverage totals.

IX. Menu

Catering requests are not limited to this manual. Special requests and menus will be considered if ample time is allowed for planning and staffing.

X. Questions

If you have any questions or concerns, please contact the Instructional Assistant at ext.43878, or the Department Chair at ext. 43877.

Please Note:

Catering is a part of the Culinary Arts Department Educational Program and all catering services offered by Culinary Arts are subject to the discretion of the full-time instructors of the Culinary Arts Department.

Beverage Menu

Beverage service:

Basic coffee Service: Coffee (Regular or Decaf), packaged sugar, cream, or non-dairy creamer. (Advance notice required)	\$2.00 per person
Supreme Coffee Service: Coffee (Regular and Decaf), Hot Water, Assorted tea bags, packaged sugar, cream, or non-dairy Cremer, Linen on serving table.	\$3.00 per person
Coffee and Cold Beverage Service: Basic coffee service, assortment of sparkling waters, juices, and soft drinks, linen on service table.	\$4.00 per person

Additional Items:

Milk, water, or juice	\$2.00 per person
Assorted regular or diet soft drinks	\$1.50 per person
Sparkling water or juice	\$2.50 per person
Specialty requests: egg nog, hot cider, hot chocolate, ethnic drinks (non-alcoholic)	\$2.50 per person

Other specialty services are available by request and prices will be quoted at that time. Permission for wine service must be obtained by the event organizer. This must be done at least 30 days before the event. All wine must be served out of the original bottle with the label intact.

Breakfast Menu

Croissant with butter and jelly	\$1.75 each
Bagel and cream cheese	\$1.75 each
Basic Danish & Muffins (Doughnuts upon request)	\$1.5 per person
Fresh Fruit Platter	\$2.50 per person
Croissant Breakfast Sandwich	\$3.50 each
Breakfast Burritos	\$3.50 each
Vegetarian Quiche or Quiche Lorraine	\$2.25 each
Coffee Cake: assorted varieties	\$9 serves 6-8

Breakfast Buffets

Continental Breakfast Buffet: Assorted pastries, and fresh fruit. Coffee (Regular and Decaf), Hot Tea, Juice, and Water.	\$8.00 per person
American Breakfast Buffet: Assorted breakfast meats, scrambled eggs, Potatoes, fresh fruit, and toast. Coffee (Regular and Decaf), Hot Tea, Juice and Water.	\$10.00 per person
Gourmet Breakfast Buffet: Eggs Benedict, scrambled eggs with fresh salsa, vegetarian frittata, potatoes, assorted meats, fresh fruit, Danish, muffins, and croissants. Coffee (Regular and Decaf), Hot tea, Juice and Water.	\$12.50 per person

OTHER SPECIALTY ITEMS AVAILABLE UPON REQUEST. PRICE TO BE QUOTED.

Luncheon Buffet and Plated Service Menu

Cold Buffet:

Minimum order: 6 \$10.00 per person

Assorted cold meats, cheeses, breads, and condiments, fruit, salads and dressing, cookies or sweet bars, and assorted cold drinks.

Hot Lunch Buffet

Minimum order: 6 \$15.00 per person

One hot meat item, hot pasta, hot assorted vegetables, Chef's choice cold salad and dressing, assorted breads/rolls, chef's choice desserts, and assorted cold beverages, iced tea or coffee & hot tea service.

Boxed Lunch

Minimum order: 6 \$10.00 per person

Sandwiches (turkey, ham, beef or vegetarian), Chef's choice cold salad and dressing, cookies or sweet bars, and assorted cold drinks.

Luncheon Plated Service

Minimum order: 6

Your choice of two items from the list below, plus a Chef's choice appetizer, Caesar salad or garden salad with dressing du jour. Also includes: bread and butter dessert, and beverages.

Sample Menu:

COLD PLATE:	Asian Chicken Salad Chef Salad Avocado and Seafood Salad Quiche Lorraine (or customer's choice) with Fresh Fruit Cold Poached Salmon with Baby Greens	\$10.50 per person
HOT PLATE:	Airline Chicken Breast Roast Turkey Plate Fresh Seafood du Jour Sliced Pork Loin Grilled Sirloin Steak	\$11.50 per person

All hot items include Chef's choice of starch, fresh vegetables, and complimenting sauces for all entrees.

The Culinary Arts Program specializes in teaching international cuisines. Our chefs will gladly create a special ethnic or seasonal menu for you. (Minimum notice, 2 weeks)

Wine Service available only with prior approval through the President's office. (30 days' notice required). Please contact the President's office for details.

Hors D'oeuvres Menu

Cold Hors d'oeuvres:

Fresh fruit platter	\$3.00 per selection
Vegetable platter with dip	\$3.00 per selection
Assorted finger sandwich platter	\$3.00 per selection
Assorted domestic cheese tray and crackers	\$3.00 per selection
Chef's choice canapé platter	\$3.00 per selection
Assorted sushi platter (no raw seafood)	\$3.00 per selection
Aram rolls	\$3.00 per selection
Assorted international and domestic cheese tray with baguettes and crackers	\$3.50 per selection

Hot Hors d'oeuvres:

Chicken vignettes	\$2.00 per selection
Meatballs	\$2.00 per selection
Tempura vegetables	\$2.00 per selection
Deep fried zucchini	\$2.00 per selection
Large stuffed mushrooms	\$2.00 per selection
Assorted mini quiche	\$2.00 per selection
Mini egg rolls	\$2.00 per selection
Portabella mushroom fritters	\$2.00 per selection
Seafood fritter	\$2.00 per selection
Crab cakes with aioli	\$2.00 per selection
Savory phyllo cups	\$2.00 per selection
Stuffed clams or oysters	\$2.00 per selection

*Prices are per person, per selection.

OTHER SPECIALTY ITEMS AVAILABLE UPON REQUEST, PRICE TO BE QUOTED.

Dinner Menu

Sit down service or a buffet is available at the Aqua Terra Grill throughout the semester. Every effort will be made to accommodate your request, but keep in mind that it is important to schedule your event as early as possible so that any school scheduling conflicts can be avoided. Listed below is a sample of items that can be prepared. The department would be more than happy to do what is necessary to fulfill your needs.

Seated Dinner Service

Your meal will start with mixed baby greens with dressing of the day. All entrees are served with rice, potato, or pasta; fresh vegetables, bread & butter, Chef's choice of dessert, and beverage.

Sample Menu:

Starter

SOUP OF THE DAY

Or

BUTTER LETTUCE with endive, roasted tomatoes and olives

Choice of entrée

STEAK FRITES with herb butter

Or

SKEWERED SPICY SHRIMP with grilled watermelon

Dessert

Chocolate Pyramid with raspberry puree

Beverage

Hot Tea / Ice Tea or Coffee

Buffets will be designed to suit your tastes and desires, including international cuisine or ethnic themes. (2 weeks' notice)

3 course menu starting from \$25.00. Price may vary based on the choice of entrees, time and location of the service, etc.

Dessert Menu

Cookies (per dozen)	Large \$12.00 Small \$6.00
Brownies (per dozen)	Large \$12.00 Small \$6.00
Sweet Bars (per dozen)	Large \$12.00 Small \$6.00
Pie (Apple or Pumpkin)	9" - \$10.00
New York Cheesecake	9" - \$30.00
Quiche	9" - \$22.00
Chocolate Eclairs (minimum 10)	\$2.00
Decorated Cakes (minimum 72 hours' notice) Fillings: Chocolate Mousse (with seasonal berries), Mocha Mousse, Lemon Curd, Vanilla Bean Bavarian (with seasonal berries), Truffle Cream, Praline Buttercream Frostings: Vanilla, Chocolate, Lemon, Mocha or Praline Buttercream OR Whipped Cream.	Round Cakes ONLY 8" - \$15.00 serves 10 9" - \$18.00 serves 12 10" - \$24.00 serves 16 Half Sheet Cake – \$60.00 serves 30

As with all catering requests, the Culinary Arts Department will make every effort to accommodate any special request or items our customers desire.

Miscellaneous

All information and forms can be found online:

<http://www.contracosta.edu/programs-departments/culinary-arts/>

Catering Forms

Catering Request Form



CATERING REQUEST

Client Name: _____ Dept./Organization: _____

Billing Address/GL#: _____

Name of Event: _____

Contact #: _____ Email: _____

Date of Event: _____ Time (Start to Finish): _____

Budget (per person or overall): _____ Number of guests: _____

Location of the Event: _____

Type of Event (circle):

Beverage Breakfast Lunch Hors d' oeuvres Appetizer Dinner Dessert

Service Style (circle):

Buffet Served To Go/Pick up Delivery

Menu Desired:

(If you would like the Chef to prepare a specialty menu of his selecting, just write "Chef's Choice" above)

Beverages:

Desserts:

Circle your choices below: *(extra cost may apply)*

<u>Utensils:</u>	<u>Plates:</u>	<u>Cups:</u>	<u>Napkins:</u>	<u>Table cloth:</u>
Disposable	Disposable	Disposable	Disposable	Disposable
Silverware	China	Glassware	Linen	Linen

Please return to: 2600 Mission Bell Drive, San Pablo, CA 94806 - Culinary Arts Department, SAB 138 or Email: wchau@contracosta.edu

Production Order

Event Date: _____



PRODUCTION ORDER

QUOTE FOR CATERING

Client Name: _____ Dept./Organization: _____

Billing Address/GL#: _____

PHONE: _____ EMAIL: _____

Day/Date : _____

Location of Event: _____

Time (Start to Finish): _____

Name of Event: _____

DESCRIPTION OF ORDER

Guests: 50 people

Continental breakfast: Fruit, Pastries, Juice, Coffee, Tea _____

Packing list: disposable plates, utensils, napkins, cups, cream & sugar, etc. _____

CONTRACT AGREEMENT: Client agrees to pay Contra Costa College Culinary Arts for the above food items as quoted in the amount indicated below. A deposit of 50% is required of all events over \$1,000 paid two weeks prior to the event date. Full payment of invoice must be made within 14 days of the event. NO outside food or beverages will be brought in by client or guests. NO buffet food will be made "to go" for client or guests.

*Client has accepted PO as noted above: _____ Date: _____

(Signature)

COST/BUDGET: \$8 per person

Distribution: Nader Sharkes
Claire Legas

Kitchen Posting
Baking Kitchen

Elisabeth Schwarz
Yoshiko Murakami

Questions regarding catering – Please call or email
Angel Chau (510) 215-3878 or wchau@contracosta.edu

Catering Invoice

Invoice #: _____

Event Date: _____



CATERING INVOICE

Client Name: _____ Dept./Organization: _____

Billing Address/GL#: _____

Name of Event: _____

DESCRIPTION OF ORDER

Guests: 50 people

Continental breakfast: Fruit, Pastries, Juice, Coffee, Tea _____

COST/BUDGET: \$8 per person

TOTAL DUE: \$400.00

(\$366.97+ (9% sales tax) \$33.03 = \$400.00)

Balance Due Date: _____

Please make checks payable to CCC Culinary Arts, Mail to 2600 Mission Bell Drive, San Pablo, CA 94806.

Thank you

for your support of our program through your patronage.

For Internal Billing Only: (Please return to SAB-138 together with necessary back-up document)

GL#: _____

Manager Signature: _____ Date: _____