Catering Manual
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:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic coffee Service: Coffee (Regular or Decaf), packaged sugar, cream, or non-dairy creamer. (Advance notice required)</td>
<td>$2.00 per person</td>
</tr>
<tr>
<td>Supreme Coffee Service: Coffee (Regular and Decaf), Hot Water, Assorted tea bags, packaged sugar, cream, or non-dairy cremer, linen on serving table.</td>
<td>$3.00 per person</td>
</tr>
<tr>
<td>Coffee and Cold Beverage Service: Basic coffee service, assortment of sparkling waters, juices, and soft drinks, linen on service table.</td>
<td>$4.00 per person</td>
</tr>
</tbody>
</table>

Additional Items:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk, water, or juice</td>
<td>$2.00 per person</td>
</tr>
<tr>
<td>Assorted regular or diet soft drinks</td>
<td>$1.50 per person</td>
</tr>
<tr>
<td>Sparkling water or juice</td>
<td>$2.50 per person</td>
</tr>
<tr>
<td>Specialty requests: egg nog, hot cider, hot chocolate, ethnic drinks (non-alcoholic)</td>
<td>$2.50 per person</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Croissant with butter and jelly</td>
<td>$1.75 each</td>
</tr>
<tr>
<td>Bagel and cream cheese</td>
<td>$1.75 each</td>
</tr>
<tr>
<td>Basic Danish &amp; Muffins (Doughnuts upon request)</td>
<td>$1.50 per person</td>
</tr>
<tr>
<td>Fresh Fruit Platter</td>
<td>$2.50 per person</td>
</tr>
<tr>
<td>Croissant Breakfast Sandwich</td>
<td>$3.50 each</td>
</tr>
<tr>
<td>Breakfast Burritos</td>
<td>$3.50 each</td>
</tr>
<tr>
<td>Vegetarian Quiche or Quiche Lorraine</td>
<td>$2.25 each</td>
</tr>
<tr>
<td>Coffee Cake: assorted varieties</td>
<td>$9 serves 6-8</td>
</tr>
</tbody>
</table>

Breakfast Buffets

<table>
<thead>
<tr>
<th>Buffet</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continental Breakfast Buffet:</td>
<td>$8.00 per person</td>
</tr>
<tr>
<td>Assorted pastries, and fresh fruit. Coffee (Regular and Decaf), Hot Tea, Juice, and Water.</td>
<td></td>
</tr>
<tr>
<td>American Breakfast Buffet:</td>
<td>$10.00 per person</td>
</tr>
<tr>
<td>Assorted breakfast meats, scrambled eggs, Potatoes, fresh fruit, and toast. Coffee (Regular and Decaf), Hot Tea, Juice and Water.</td>
<td></td>
</tr>
<tr>
<td>Gourmet Breakfast Buffet:</td>
<td>$12.50 per person</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>COLD PLATE:</th>
<th>HOT PLATE:</th>
</tr>
</thead>
</table>
| Asian Chicken Salad           | Airline Chicken Breast            | $10.50 per person
| Chef Salad                    | Roast Turkey Plate                |  
| Avocado and Seafood Salad     | Fresh Seafood du Jour             |  
| Quiche Lorraine (or customer’s choice) with Fresh Fruit | Sliced Pork Loin                |  
| Cold Poached Salmon with Baby Greens | 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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh fruit platter</td>
<td>$3.00 per selection</td>
</tr>
<tr>
<td>Vegetable platter with dip</td>
<td>$3.00 per selection</td>
</tr>
<tr>
<td>Assorted finger sandwich platter</td>
<td>$3.00 per selection</td>
</tr>
<tr>
<td>Assorted domestic cheese tray and crackers</td>
<td>$3.00 per selection</td>
</tr>
<tr>
<td>Chef’s choice canapé platter</td>
<td>$3.00 per selection</td>
</tr>
<tr>
<td>Assorted sushi platter (no raw seafood)</td>
<td>$3.00 per selection</td>
</tr>
<tr>
<td>Aram rolls</td>
<td>$3.00 per selection</td>
</tr>
<tr>
<td>Assorted international and domestic cheese tray with baguettes and crackers</td>
<td>$3.50 per selection</td>
</tr>
</tbody>
</table>

Hot Hors d’oeuvres:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken vignettes</td>
<td>$2.00 per selection</td>
</tr>
<tr>
<td>Meatballs</td>
<td>$2.00 per selection</td>
</tr>
<tr>
<td>Tempura vegetables</td>
<td>$2.00 per selection</td>
</tr>
<tr>
<td>Deep fried zucchini</td>
<td>$2.00 per selection</td>
</tr>
<tr>
<td>Large stuffed mushrooms</td>
<td>$2.00 per selection</td>
</tr>
<tr>
<td>Assorted mini quiche</td>
<td>$2.00 per selection</td>
</tr>
<tr>
<td>Mini egg rolls</td>
<td>$2.00 per selection</td>
</tr>
<tr>
<td>Portabella mushroom fritters</td>
<td>$2.00 per selection</td>
</tr>
<tr>
<td>Seafood fritter</td>
<td>$2.00 per selection</td>
</tr>
<tr>
<td>Crab cakes with aioli</td>
<td>$2.00 per selection</td>
</tr>
<tr>
<td>Savory phyllo cups</td>
<td>$2.00 per selection</td>
</tr>
<tr>
<td>Stuffed clams or oysters</td>
<td>$2.00 per selection</td>
</tr>
</tbody>
</table>

*Prices are per person, per selection.

OTHER SPECIALTY ITEMS AVAILABLE UPON REQUEST, PRICE TO BE QUOTED.
**Appetizer Buffet Menu**

**Basic Cold Appetizer Buffet:**
Minimum order: 6 $8.50 per person

Fresh fruit, domestic cheeses, vegetables with dip, chef’s choice canapés, and finger sandwiches.

**Gourmet Cold Appetizer Buffet:**
Minimum order: 6 $15.00 per person

Basic cold appetizer buffet plus international cheeses, assorted sushi, Aram rolls, and smoked salmon canapés.

**Basic Hot Appetizer Buffet:**
Minimum order: 6 $12.00 per person

Basic cold appetizer buffet plus choice of 3 hot items from hors d’oeuvres menu (gourmet items excluded)

**Gourmet Hot Appetizer Buffet:**
Minimum order: 6 $18.00 per person

Basic hot appetizer buffet plus crab cakes, and phyllo cups

**Snack Buffet:**
Minimum order: 6 $5.00 per person

Assorted fruit drinks, water, assortment of cookies, and fruit.
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

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

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/](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)

<table>
<thead>
<tr>
<th>Utensils:</th>
<th>Plates:</th>
<th>Cups:</th>
<th>Napkins:</th>
<th>Table cloth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposable</td>
<td>Disposable</td>
<td>Disposable</td>
<td>Disposable</td>
<td>Disposable</td>
</tr>
<tr>
<td>Silverware</td>
<td>China</td>
<td>Glassware</td>
<td>Linen</td>
<td>Linen</td>
</tr>
</tbody>
</table>

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

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 Kitchen Posting Elisabeth Schwarz
Claire Legas Baking Kitchen 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: ___________________________