

Catering Policy

PURPOSE:

To assist in the implementation of fair and consistent catering for programs which require meals and/or snacks recognizing that some programs operate within a limited budget.

CATERERS

Programmers/Employees have the option to provide meals/snacks for their program needs without the use of an approved caterer. In this case, prior approval of the Manager is required and supplies are to be purchased using program dollars and prepared on staff time with no additional monetary compensation.

Approved caterers shall possess a food handlers certificate and provide a copy if requested. A list of approved caterers shall be maintained by the finance department which will be shared with all program managers and updated as required. Caterers shall be approved at a duly convened Manager's meeting.

TFN staff may be on the approved caterers list however it should be noted that in the Personnel Policy under Section 13, Hours of Work it states the following, "Contracts for services shall be permitted provided it does not interfere with the duties and responsibilities of the full time position. A regular full time employee may not engage in additional employment during regular work hours."

RESPONSIBILITIES:

PROGRAM MANAGERS

- Approve and review the policy as needed at a duly convened Manager's meeting
- Approve the caterers list and make recommendations regarding the addition or removal of someone at a duly convened Manager's meeting
- Ensure that approved caterers have equal opportunity to provide services within each department by tracking caterers used
- The Finance Manager will ensure that the approved caterers list is updated as needed and shared with all Managers

PROGRAM HOST

- For internal meetings you may specify to the caterer the type of meat/protein, starch, vegetable, salad, dessert or leave it to the caterer's discretion
- For events with invited participants, distribute the notice or invitation which includes what is on the menu at least a week prior to the meeting with an RSVP in order to determine as accurately as possible the number of participants
- Provide caterer with meal/snack selection and the number of participants
- Provide drinks if something other than juice is desired; ensure coffee and tea supplies are available and prepared

CATERERS

- Provide menu items as requested along with juice for meals
- List any nuts, nut oils or fruits used in the menu
- Clean-up; must leave premises at least as clean as they are found

RATES:

Below are the maximum amounts that may be charged by caterers which includes juice/drinks however lower rates may be negotiated. Quotes must be obtained from at least 2 approved caterers for meals with over 50 people expected to attend.

A gratuity can range from 0-15% and is provided at the discretion of the program host based on presentation, quality, quantity, service and clean-up. (invoice to have a place for host to put in gratuity).

Item	Meal Options	Cost per person	Incl. homemade dessert
#1	Quiche & Salad	\$23.00	\$28.75
#2	Pizza & salad	\$23.00	\$28.75
#3	Mac & Cheese/cold cuts & salad	\$23.00	\$28.75
#4	Spaghetti & homemade buns	\$23.00	\$28.75
#5	Beef/moose stew & bannock	\$23.00	\$28.75
#6	Fajitas & salad	\$23.00	\$28.75
#7	Indian Tacos	\$17.25	\$18.98
#8	Soup and Sandwich (can be store bought bread or wraps)	\$17.25	\$18.98
#9	Soup, Salad, Sandwich (can be store bought bread or wraps)	\$23.00	\$28.75
<i>ALL FOOD ITEMS ARE TO BE HOMEMADE, unless otherwise negotiated</i>			
Full Course Dinner Options - (39.20) per person with homemade dessert and fresh fruit			
#1	FISH DINNER: Pickerel or Trout, baked beans, bannock or homemade buns, coleslaw		
#2	ROAST BEEF With all the trimmings, mashed potato, gravy, vegetable, salad & homemade buns		
#3	LASAGNA DINNER: Meat & cheese lasagna, salad, garlic bread or homemade buns		
#4	HAM & SCALLOPED POTATOES DINNER: Baked ham, scalloped potatoes, coleslaw, vegetable and homemade buns		
#5	Turkey Dinner With all the trimmings, mashed potato, gravy, vegetable, salad & homemade buns		

Items	Menu	Cost per person
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Morning Snacks	A choice of at least 3 of the items below: Fruit/muffins/yogurt/juice	\$9.20
Afternoon Snacks	A variety of at least 2 of the items below: Cookies, squares, Vegetables & dip	\$9.20