



CATERING SCHENECTADY CSD



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Submit via Let’s Talk to Food Service two weeks prior date of event date/food needed Request for Catering Form with Section A of form completed. For specific menu questions please contact Wendy Lemperle at LemperleW@Schenectady.k12.ny.us or 518.881.3808

The invoice will be based on guaranteed count or actual count, whichever is greater. A guaranteed guest count is requested at least 5 business days in advance of the scheduled service. Please send all questions via Let’s Talk.



10 guest minimum on breakfast selections. Decaf coffee available upon request.

CONTINENTAL BREAKFAST \$3.25 per guest
Assorted pastries, gourmet coffee, variety of teas, bottled juices and bottled water

THE HEALTHY START \$4.75 per guest
Seasonal fresh cut fruit platter, bagels with low-fat cream cheese, assorted low-fat yogurts, gourmet coffee, variety of teas, bottled juices and bottled water

ALL AMERICAN \$7.25 per guest
Fluffy scrambled eggs, hash browns, home fries, crisp bacon and sausage links, assorted pastries, gourmet coffee, variety of teas, bottled juices and bottled water

**CONTINENTAL BREAKFAST
UPGRADES**

Danish	\$1.00 per guest
Cinnamon Rolls	\$1.00 per guest
Bagels with Cream Cheese	\$1.00 per guest
Muffins	\$1.00 per guest
Sweet Fruit Breads	\$1.25 per guest
Cups of Yogurt	\$1.00 per guest
Fresh Cut Fruit	\$1.50 per guest
Whole Fruit	\$1.00 per guest
Assorted Whole Size Pastries	\$1.00 per guest
Oatmeal with Toppings	\$1.50 per guest

MORNING HOT UPGRADES

25 guest minimum.

Eggs	\$1.25 per guest
Home fries	\$1.25 per guest
Bacon	\$1.50 per guest
Sausage	\$1.00 per guest
Pancakes	\$1.00 per guest
Waffles	\$1.00 per guest



All salads are served family style.

BUILD YOUR OWN DELI BUFFET

\$6.25 per guest

Assorted deli meats and cheeses with all the fixings and a variety of fresh deli style breads served with a deli salad, chips, assorted soft drinks, bottled water and cookies

SANDWICHES AND WRAPS

\$6.00 per guest

Deli selections of turkey, ham or Italian with select cheeses, lettuce, tomato, pickles, chips, assorted soft drinks, bottled water and cookies

THE CLASSIC BOX

\$6.75 per guest

Assorted sandwiches and wraps served with whole fruit, chips, cookies and a beverage

SPECIALTY SANDWICHES

\$6.75 per guest

Assorted deli selections with cheese, lettuce and tomato on specialty bread. Includes assorted beverages, cookies, chips and pickles.

GARDEN SALAD

\$2.00 per guest

Fresh mixed greens, grated carrots, sliced cucumbers, tomatoes, shredded cheese and house dressing

CAESAR SALAD

\$2.25 per guest

Fresh chopped romaine lettuce, croutons and freshly shredded parmesan cheese served with our special Caesar dressing. Add chicken for \$1.50 per guest

CHEF SALAD

\$4.25 per guest

Sliced ham, turkey, cheddar and Swiss served on a bed of mixed greens and topped with tomato and egg wedges served with your choice of dressing

CLASSIC COBB SALAD

\$4.25 per guest

Diced chicken breast with sliced black olives, blue cheese and topped with bacon bits and tomatoes

HOT ENTRÉES & BUFFETS



25 guest minimum on Entrée selections. Choice of served or buffet style.

PASTA AND MEATBALLS

\$8.95 per guest

Spaghetti and meatballs with fresh bread and a tossed salad with house dressing and a choice of beverages

CHICKEN PARMESAN

\$12.95 per guest

Chicken parmesan with pasta, Italian bread, a tossed salad with house dressing and a choice of beverages

CHICKEN MARSALA

\$12.95 per guest

Chicken marsala with a choice of pasta or potato, fresh vegetables, a tossed salad with house dressing and a choice of beverages

TURKEY DINNER

\$12.95 per guest

Roasted turkey dinner with mashed potatoes, stuffing, gravy, fresh vegetables, cranberry sauce and a choice of beverages

NACHO OR TACO BAR

\$12.95 per guest

Hard and soft shell tortilla's, choice of ground beef or chicken, shredded lettuce, cheese, salsa, sour cream and a choice of beverages

DELUXE SERVED ENTRÉES

\$16.95 per guest

Select Two Entrées: Grilled or Baked Chicken with a choice of red, white or brown sauce, fresh fish with crumb topping, beef bolognese or vegetable lasagna

Select One Vegetable: Seasonal fresh vegetables or tossed salad with house dressing

Select One Starch: Mashed or oven roasted potatoes, rice pilaf or pasta with alfredo or tomato sauce

Select One Dessert: Assorted cake slices or cookie and brownie selection

*Cold beverages are included with the meal



PIZZA

WHOLE PIE CHEESE PIZZA	\$9.50 per pizza
WHOLE PIE PEPPERONI PIZZA	\$10.00 per pizza
WHOLE PIE VEGETABLE PIZZA	\$10.50 per pizza
MAKE IT A MEAL (Based on 2 slices per guest) Mixed green salad with dressing, cookies, assorted soft drinks and bottled water	\$6.50 per pizza



SNACK BREAKS

FRESH FRUIT PLATTER Assortment of seasonal fresh fruit	\$1.50 per guest	SALSA AND CHIPS Tortilla chips served with homemade salsa and queso dip	\$2.50 per guest
VEGETABLE PLATTER Assorted seasonal vegetables with ranch dressing	\$1.75 per guest	MAKE YOUR OWN PARFAIT Design your own parfait with yogurt, granola and sliced fruit selections	\$2.50 per guest
CHEESE AND CRACKER TRAY Assorted cheeses served with crackers	\$3.00 per guest	CHEF'S CHOICE SNACK BAGS An assortment of treats prepared in our kitchen	\$1.50 per guest
SWEET STUFF A selection of cookies, brownies and dessert bars	\$2.25 per guest		
SNACK BASKET A selection of granola bars, baked chips, pretzels and packaged cookies	\$1.25 per guest		



À LA CARTE BEVERAGES

COLD BEVERAGES

Minimum of 10 guests

Bottled Juice	\$1.50 each
Canned Sodas	\$1.25 each
Bottled Water	\$1.25 each
Milk	\$0.75 each

HOT BEVERAGES

Minimum of 10 guests

Gourmet Coffee - Regular or Decaf (serves 8)	\$1.50 per guest
Hot Tea (serves 8)	\$1.50 per guest



PLANNING YOUR EVENT

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The menu selections and services in this guide are the most frequently requested, and represent merely a sampling of what we can do. Whether you are planning a simple gathering or a special event, we'll be happy to help you with the arrangements.

Room reservations & building usage forms are the responsibility of the requestor. Room preparation and set up may take up to an hour to complete, so please schedule rooms accordingly.

PLACING YOUR ORDER

Please help us help you by providing at least a two week advanced notice for food orders, and a three day notice for snacks and beverages. We will make every effort to accommodate orders with less notice, but may need to restrict the menu to product on hand. Special orders and events with a large number of guests require as much notice as possible. It is extremely helpful if, at the time of booking your event, you are prepared to share the following information: type of event with service needs (served/buffet, drop off/waited, etc.); approximate number of guests, time and location of event; billing arrangements - department number or billing method; and any other special arrangements that we may need to know. A *Purchase order (PO) is required at the time of booking to confirm your event. If a PO is not received 24 hours prior to your event, your event will be subject to cancellation.*

GUARANTEE AND BILLING POLICY

To professionally prepare for each guest, we require that you guarantee the number of guests attending your event at least five days in advance. Events will be billed at the guaranteed number or the actual number served, whichever is greater.

We provide paper goods for the guaranteed number of guests. If additional products are needed for the function, charges will apply.

Orders placed without 24 hour notice may be subject to a service up-charge.

Due to our advance preparation, cancellations must be made at least 24 hours in advance. Shorter notices may result in charges of up to of the original order.

Should your event exceed the P.O required by SCSD, an authorization signature is required prior to the event. Sodexo must retrieve all catering equipment. If you move any equipment from the delivery location, please immediately notify the catering department. Any catering equipment not recovered may be billed to your order.

ADDITIONAL CHARGES/SERVICES

Our standard catering delivery hours are from 7am-2pm. Any events outside of this time frame are subject to a \$25 per person per hour labor fee. There will be an added charge for events scheduled on weekends, holidays, and school breaks. All services will be setup with paper and plastic-ware unless otherwise specified. Special equipment rentals, china set-up, and flowers/special decorations will require a minimum of a 10 day advanced notice and additional charges. Special events in or out of the school district may be subjected to additional labor costs.