

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
ADMINISTRATIVE POLICY MANUAL**

**FOOD AND BEVERAGES (SPECIAL FUNCTIONS)**

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<b>Effective Date:</b>	<b>06/1993</b>	<b>Policy No:</b>	<b>AD057</b>
<b>Cross Referenced:</b>		<b>Origin:</b>	<b>Nutritional Care Services</b>
<b>Reviewed Date:</b>	<b>06/02, 04/05, 11/08, 1/11</b>	<b>Authority:</b>	<b>Administrative Director</b>
<b>Revised Date:</b>	<b>10/12, 1/13</b>	<b>Page:</b>	<b>1 of 1</b>

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**PURPOSE**

To provide a process through which food and/or beverages may be served for events or meetings.

**POLICY**

Arrangements can be made for food and/or beverages to be served during meetings and special events by filling out a “Special Function Form” (attached).

For special event meal orders:

1. Your administrator must approve your request.
2. Submit your completed request form to Nutritional Care Services.
3. To assure that your requested items are available, we ask that you contact us 10 business days prior to event. For simple requests (items we have in stock) at least three-day advanced notice is preferred. Catering requests submitted without three-day notice may be denied.
4. For events in the board room for less than 10 people, please obtain coffee from the machine (some exceptions may occur depending on attendees).
5. Costs for food and/or beverages must be budgeted and will be billed to the requesting department.
6. Catering brochures containing current prices for meals and refreshments are available upon request.
7. Pre-approved standing meetings do not require approval every month (i.e. orientation, CME, Board of Directors meetings).

# HRMC Catering Food Form

For Whom: \_\_\_\_\_ FunctionDate: \_\_\_\_\_  
 Ordered By: \_\_\_\_\_ Location: \_\_\_\_\_  
 # of Guests: \_\_\_\_\_ Dept.Charge#: \_\_\_\_\_  
 Fct Time: \_\_\_\_\_ AM \_\_\_\_\_ PM Extension: \_\_\_\_\_  
 Money Available in Budget: \_\_\_\_\_ Est P/U Time: \_\_\_\_\_  
 Adm Approved: \_\_\_\_\_



SODEXO CATERING SERVICES

**Please Select on of the Following:**

Buffet Setup: \_\_\_\_\_ Plated Meal: \_\_\_\_\_  
 Paper/Plastic: \_\_\_\_\_ China/Glass: \_\_\_\_\_

**\*Note: The kitchen will assume buffet setup, unless otherwise Specified**

Item	Quantity	Item Cost	Cost
<b>Beverages</b>			
Coffee/Decaf Coffee/Tea/Decaf Tea		\$0.35	\$0.00
Hot Cocoa		\$0.35	\$0.00
Assorted Juices		\$0.35	\$0.00
Milk		\$0.35	\$0.00
Pitcher		\$3.00	\$0.00
8 oz Bottle of Water		\$0.25	\$0.00
Can of Soda (12oz)		\$0.45	\$0.00
Bottle of Soda (20 oz)		\$0.80	\$0.00
Pitcher of Soda		\$2.50	\$0.00
Bottled Water (16oz)		\$0.30	\$0.00
Pitcher Ice Water w/ Lemon		\$0.50	\$0.00

**Coffee & Tea served with Sugar/Sub Sugar/Creamer**

Item	Quantity	Item Cost	Cost
<b>Disposables</b>			
Cups (12oz)		\$0.03	\$0.00
Plates 6"		\$0.02	\$0.00
Plates 9"		\$0.04	\$0.00
Napkins Beverage		\$0.02	\$0.00
Napkins Dinner		\$0.04	\$0.00
Stirrers		\$0.01	\$0.00
Knives		\$0.03	\$0.00
Forks		\$0.03	\$0.00
Spoons		\$0.03	\$0.00
Table Cloth		\$1.60	\$0.00

Comments: \_\_\_\_\_  
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<b>TOTAL COST</b>	<b>\$0.00</b>
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Item	Quantity	Item Cost	Cost
<b>Deli Sandwiches</b>			
Egg Salad		\$1.90	\$0.00
Vegetarian Chicken Salad		\$2.50	\$0.00
Mozz Cheese & Tomato		\$2.85	\$0.00
Roasted Vegetable		\$2.85	\$0.00
Deli Sandwich (Turkey, Roast Beef, Tuna, Ckn)		\$2.85	\$0.00
Comments: _____			
3' Hoagie (Meat or Vegetarian)		\$40.00	\$0.00
6' Hoagie (Meat or Vegetarian)		\$65.00	\$0.00
<b>Cold Sides</b>			
Potato Salad		\$0.65	\$0.00
Macaroni Salad		\$0.65	\$0.00
Pasta Salad		\$0.65	\$0.00
Coleslaw		\$0.65	\$0.00
Tortilla Chips/Salsa/Sour Cream		\$1.50	\$0.00
Sliced Fruit Platter		\$2.00	\$0.00
Roasted Vegetable Platter		\$2.50	\$0.00
Cheese & Cracker Platter		\$2.50	\$0.00
Garlic Stick/Bread		\$0.50	\$0.00
Dinner Roll		\$0.25	\$0.00
Tossed Garden Salad(w/ 2 Drgs)		\$1.00	\$0.00
Romaine		\$1.00	\$0.00
Caesar		\$1.00	\$0.00
Spinach Salad		\$1.00	\$0.00
Greek		\$1.00	\$0.00
<b>Pizza</b>			
Cheese Pizza 16"		\$9.00	\$0.00
Extra Topping		\$10.00	\$0.00
White Pizza w/ Broccoli		\$10.00	\$0.00
Foccacia Pizza		\$14.00	\$0.00
Individual Pizza		\$2.20	\$0.00
<b>Snacks/Desserts</b>			
Asst. Cookies (2 per order)		\$0.50	\$0.00
Brownies		\$0.50	\$0.00
Large Cookie		\$1.00	\$0.00
Parfaits		\$1.00	\$0.00
Fruit Pies		\$1.00	\$0.00
Mini Pastries		\$1.50	\$0.00
Carrot Cake		\$1.50	\$0.00
Chocolate Cake		\$1.50	\$0.00
Lemon Cake		\$1.50	\$0.00
Pretzels/Popcorn/Chips Bag		\$0.40	\$0.00
Sweet Street Cake		\$3.00	\$0.00

Item	Quantity	Item Cost	Cost
<b>Hot Entrees</b>			
Stuffed Shells		\$2.50	\$0.00
Cheese Ravioli		\$2.50	\$0.00
Manicotti		\$2.50	\$0.00
Cheese Tortellini		\$2.50	\$0.00
Baked Ziti		\$2.00	\$0.00
Cavatelli & Broccoli		\$2.75	\$0.00
Penne Ala Vodka		\$1.75	\$0.00
Chili with Corn Bread		\$3.25	\$0.00
Bean/Ckn/Beef & Cheese Burrito		\$2.85	\$0.00
Perogies w/ Butter & Onions		\$2.00	\$0.00
Macaroni & Cheese		\$1.50	\$0.00
Seafood Cakes		\$3.25	\$0.00
Fajitas: Beef, Chicken, Vegt.		\$3.00	\$0.00
Stir-Fry: Beef, Chicken, Vegt		\$3.00	\$0.00
Chicken: Grilled, Fried		\$2.00	\$0.00
Chicken Parmesan		\$2.50	\$0.00
Chicken Marsala or Francaise		\$2.50	\$0.00
Roasted Sesame Salmon		\$3.75	\$0.00
Flank Steak		\$4.25	\$0.00
<b>Hot Entrees Per Pan</b>			
Cheese Lasagna - half pan		\$12.00	\$0.00
Cheese Lasagna - full pan		\$24.00	\$0.00
Vegetable Lasagna - half pan		\$12.00	\$0.00
Vegetable Lasagna - full pan		\$24.00	\$0.00
Eggplant Parmesan - half pan		\$13.00	\$0.00
Eggplant Parmesan - full pan		\$26.00	\$0.00
<b>Hot Sides</b>			
White Rice		\$0.65	\$0.00
Brown Rice		\$0.65	\$0.00
Long Grain Rice		\$0.65	\$0.00
Mashed Potatoes		\$0.65	\$0.00
Red Bliss		\$0.65	\$0.00
Baked Potato		\$0.65	\$0.00
Mashed Potatoes		\$0.65	\$0.00
Grilled Fresh Vegetables		\$1.75	\$0.00
Mixed Vegetables		\$0.65	\$0.00
Carrots		\$0.65	\$0.00
Cauliflower		\$0.65	\$0.00
Broccoli		\$0.65	\$0.00
Green Beans		\$0.65	\$0.00
Zucchini		\$0.65	\$0.00
Corn		\$0.65	\$0.00