

Catering

If you would like to place an ordering for catering from Sodexo Food Services, we require that you complete, and submit a catering order form. This form can be found under the food services department link on the Santa Cruz Valley Unified School District website at, www.santacruz.k12.az.us . Please be sure to complete this form in its entirety. It is especially important to include the Purchase Order number, as we will not be able to complete any requests without this.

Once this order form is complete, you will need to submit your request(s) to the Sodexo Food Service General Manager, no later than 10 business days prior to the date(s) requested. If your request includes any off menu items, or special request items (which include but are not limited to: modifying the types and/or quantities of ingredients, changes to how the catering is packaged or presented, adding or removing food items from the pre costed menu choices, and requesting a new menu option) you will need to contact the food service General Manager to discuss pricing and availability. Do to ordering cycles and delivery; we will need to know about any specialty item requests within the same 10 business day prior period.

If you have submitted an order and would like to make changes, we ask that you provide us with at least 72 hours' notice; otherwise we may not be able to guarantee accommodation. If you wish to cancel an order, we ask that you inform us no later than 48 hours prior to the scheduled event. If an order is cancelled anytime within the 48 hours prior to a scheduled request, you will be liable for any food costs incurred. If a scheduled order is cancelled within 24 hours of the date requested, the cost of labor, in addition to any food costs, will also be charged.

If you require the use of Sodexo /District equipment; coolers / ice chests, utensils, food transport units, we ask that you inform us in advance when you place your initial order. If we do not receive a request for these types of items within a timely manner, we will not be able to guarantee their availability. By requesting the use of Sodexo /District equipment, you are also agreeing to be liable for the condition, treatment, and return of such items. To return items borrowed; we ask that you please contact our Central Kitchen location or Sodexo Food Service General Manager, in order to schedule a time and location for our drivers to pick up.

Lastly, we have included a sign-off form (please see appendix A and appendix B) detailing that you agree to the terms and conditions within this document. We ask that you sign, date, and return it to the Central Kitchen location, or Sodexo Food Service General Manager, prior to fulfillment of your requested order. And as always, thank you for your order! We look forward to hearing from you!

Special Events and Requests

To request any special event services, please contact the Sodexo Food Service General Manager via district email.

These requests would include:

- Outdoor service
- Sack lunches
- Menu Changes / Modifications
- Changes to service times
- Changes to service locations
- Use of special equipment
- Delivery of items to one of our district sites or locations

Delivery and Storage

If you have a delivery of items or food coming into one of our work sites, please inform the General Manager in advance, so that we can make arrangements with our staff. Many of our sites are extremely limited on space, and will require preparation to accept any items coming in for storage, temporary, or otherwise.

Borrowing Equipment

For the use of Sodexo /District equipment; coolers / ice chests, utensils, food transport units, we ask that you give us notice within 10 business days, as we will not be able to always guarantee their availability otherwise. By requesting the use of Sodexo /District equipment, you are also agreeing to be liable for the condition, treatment, and return of such items (please see appendix A and appendix B). To return items borrowed; we ask that you please contact our Central Kitchen location or Sodexo Food Service General Manager, in order to schedule a time and location for our drivers to pick up.

Use of the District Grill

For requests concerning the use of the district grill, we ask that you contact the Sodexo Food Service General Manager at least 10 business days prior to the date needed, so that we may check availability and arrange transportation. You will also need to submit a form (appendix A and appendix B) to the Sodexo Food Service General Manager. Sodexo Food Services will provide transport, and pick-up of the grill, and provide cooking utensils; however, we are not responsible for providing food, charcoals, fuels, or lighter fluids. If you're requesting the grill to be used outside of the School District, you will need to contact the District Business Manager, as well as the General Manager, to process this request.

Field Trips

To request lunches for Field Trips, please complete and return the field trip order form from the Santa Cruz Valley Unified School District website, located at, www.santacruz.k12.az.us Food Services.

Teachers and staff requesting will need to carefully read, and complete the order form in full. The form must be submitted in its entirety, no later than 10 business days prior to the date requested. Teachers will also need to provide a roster, listing all students and adults who have signed up to receive a sack lunch. This form must be given to the cafeteria supervisor the day before the sack lunches are scheduled to be picked up. Payment for adult meals must also be made prior to the pick-up date. It is the responsibility of the person ordering the lunches to collect, and submit payment.

To be in compliance with ADE guidelines for meal reimbursement, the teacher is responsible to check off each student's name on a duplicate roster as they receive their bag lunch and milk. This roster must then be signed and dated by the teacher and returned to the cafeteria lead immediately following the class return to school.

We understand that, often times there are circumstances that arise around the planning and execution of a field trip, that require changes to be made, or plans to be modified. In order to best accommodate for these situation, we ask that you please stay in contact with the Sodexo Food Service General Manager, and report any changes as soon as possible. Unfortunately, we cannot always guarantee that we will be able to accommodate any last minute changes or modifications, due to our fixed order and delivery schedules. Please keep this in mind as you are placing a field trip order.

Field trips require the use of Sodexo /District equipment; coolers / ice chests, utensils, or food transport units. By requesting fieldtrips you are requesting the use of Sodexo /District equipment, you are also agreeing to be liable for the condition, treatment, and return of such items (see appendix A and appendix B). To return items borrowed; we ask that you please contact our Central Kitchen location or Sodexo Food Service General Manager, in order to schedule a time and location for our drivers to pick up.

Special Diets and Requests

Special dietary requirements will be broken down into two basic sections of compliance. For section 1, we will cover dietary needs, and their compliance with the Arizona Department of Education. Section 2 will focus on our ability to accommodate menu planning, changes, and special requests. At Sodexo, it is our commitment to fulfilling all of our client's needs to the best of our ability, while staying compliant with all local, state, and federal regulations.

Section 1.

The Arizona Department of Education recognizes special needs diet meals as reimbursable, even though they do not follow the same guidelines as to what is generally considered to be a standard compliant meal. It is our goal to work within the standard guidelines to provide products, and product alternatives, that both satisfy the needs of special diet students, and our commitment to comply with all laws, and federal regulations.

To best provide the best possible services to our special needs students, we will require that the special needs student be identified, and that documentation of any special needs is provided directly to Dr. Lunderville. Doctor's orders will also be required, that specify any prescriptions, types of foods, and/or diets required. Prescriptions and doctor's orders must be submitted for the special needs student, every year. It is our commitment to utilize the tools and resources at our disposal, to best suit our students' needs, while staying as close as possible to the regularly scheduled school menus.

Section 2.

We understand that some students may have an aversion to specific types of foods, and that they may grow tired of certain foods being offered to them on a regular basis. While we do our best to provide a variety of menu options, we also understand that at times, our students, or their guardians, may have special requests of their own.

In order to best accommodate such requests, they will need to be presented to Sodexo Food Service Director, Javier Campos. This should be done via district email, so that we have complete records of all of the requests that have been made, and that so we may process all requests in a timely manner. All special requests will be shared with the school nurse of the school that the student is currently enrolled in, along with Dr. Lunderville, to make sure that the request is in compliance with the nutritional guidelines that have been developed for that particular student.

It is important to understand that we will always do our best to honor any requests that are being presented to us; however, we must comply with all standing doctor's orders, and will not disregard them under any circumstance. As requests are processed, we will stay in touch and inform you as to whether or not we are able to proceed. Also note that we will do our best to explain any reasons that a particular request may not, or cannot be fulfilled. It is important to us, that all of our clients understand the reasons as to why we may not be able to provide certain types of products, and/or dietary alterations, from both a medical, and ethical stand point.

We thank you for joining us in our commitment to provide the absolute best support, and care, for our students' dietary needs, and wellbeing!

Appendix B

Equipment Assessed Value

Grill: \$400

Black Cambro 4": \$60

Black Cambro 6" \$166

Blue Ice Caddy \$150