

**If using CN Catering Services for your event or meeting, please refer to the CN Ordering Guide on a separate link. Thank you.**

## **Child Nutrition Center Personal and Departmental Food Guidelines**

**Room Use Rules:** The following rules are for providing food and beverage for personal consumption or purchased through an outside vendor by a group or department. Please read carefully the rules for use of the facility and meeting rooms in the Child Nutrition Center. If using an outside caterer, they must meet the procedures stated in the “Guidelines for Caterers” to provide food in the Meeting Center. Please provide your vendor with this document. Thank you.

**CNC Statement of Facility Use:** The brand new Child Nutrition Center and Training Kitchen was built to accommodate the ongoing training for Child Nutrition Services staff members and culinary specialists.

► **The mandate from USDA for this facility limits the use of the kitchen facility, kitchen equipment, food preparation areas, cooler and freezer storage, dry storage, dining space, ice machine, prep sinks, dishwasher, pot and pan washer, service ware, service utensils and catering equipment to CN staff training and CN Catering as needed.**

As such, “no” outside vendor, outside caterer nor District staff may access the training kitchen for preparation, cooking, storing or serving of food and beverage purchased from external sources and brought into the CNC.

**Handling Outside Food and Beverage:** When bringing in food products and beverages from outside, either personally or as a vendor, safe food handling is required to prevent food-borne illnesses. This requires keeping cold items cold and hot items hot. The following rules apply:

- **Personal food and beverage:** Individuals may bring bottled water or drinks, food for personal consumption and snacks as allowed by their department or group. If bringing in breakfast or lunch items that require refrigeration, it is recommended to use an insulated cooler to hold your food safely. Meals purchased individually from outside food service such as fast food may be consumed during the lunch period in the meeting room by the individual.
- **District, Department or School groups outside food and beverage:** These groups may provide food and beverage for their meetings or event in keeping with safe food handling. Cold food should arrive wrapped or on covered trays as close as possible to meeting service but not more than 1 hour prior to service. Any cold food to be served later should be held cold in an Igloo-style cooler of sufficient size to hold the products with ice or frozen ice packs and maintain a temperature of 40°F. Coolers should have wheels or must be carted or carried into rooms. Please do not drag coolers across the floor. Carts should be used to transport food from delivery vehicles to the service area unless the items can be safely carried. Upon request, a cart may be borrowed to transport food or materials. Under no circumstances may mobile furniture such as tables and chairs be used to transport food and beverage, materials or equipment.

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Beverages not requiring refrigeration like bottled water may be placed on the serving counters in the room or tables as desired. Cold beverages should be held iced in coolers for the duration of your meeting. Heavy coolers may **not** be placed on tables or chairs. Ice is **not** provided by CNC. Hot food, brought in or delivered from outside, must be delivered within 30 minutes of service if not held in a container that will retain a temperature of 140° F for 4 hours. **Any food item, hot or cold, not held at the correct temperatures must be discarded after 4 hours.**

- **Use of Outside Caterers or other Food Providers in the Meeting Center:** If an outside caterer or food provider is chosen to provide food and/or beverage for an event at the Child Nutrition Center, they must adhere to the required standards set by the City of Houston, Harris County and Aldine ISD. This includes but is not limited to the following:
  - The business must have a permit for permission to sell food.
  - The business must operate out of an approved facility and which is inspected by the City of Houston or Harris County to produce food for retail consumption.
  - The business must purchase food from an approved source such as a broadline food distributor, packaged foods producer, wholesale or retail meat, fish, poultry purveyors and wholesale or retail produce companies. NO food from a home business, raw food from a street vendor or farm or meals produced in the home will be accepted.
  - The business must have a certified foodservice manager overseeing the production of food. All kitchen staff must have a food handlers training certificate to work with food in the business as of September 1, 2016.
  - The business shall carry the standard levels of general liability, auto liability and worker's compensation insurance as set by the District.
  - **NO** outside caterer or food provider may access the training kitchen for preparation, cooking, storing or serving of food and beverage products.
- For additional operating rules, please refer your vendor to the **“Guidelines for Caterers”** document link.

### **Room Use Reminders:** Please remember...

- Be respectful of room, furniture and equipment
- Dispose of all waste in trash receptacles
- Leave tables and chairs in classroom setting
- Do not drag or pull the tables without releasing the wheel lock.

## **Child Nutrition Center Guidelines for Caterers**

The brand new Child Nutrition Center and Training Kitchen was built to accommodate the ongoing training for Child Nutrition Services staff members and culinary specialists. As such, “NO” outside vendor, outside caterer nor District staff may access the training kitchen for preparation, cooking, storing or serving of food and beverage. Caterers should plan accordingly and make all efforts to adhere to the following guidelines.

**Note: All caterers and vendors providing food, beverages or other related services must be on the Approved Vendor list. Any entity not on the list will not be allowed to provide services at CNC.**

Caterers must adhere to the required standards set by the City of Houston, Harris County and Aldine ISD. This includes but is not limited to the following:

- The business must have a permit for permission to sell food.
- The business must operate out of an approved facility which is inspected by the City of Houston or Harris County to produce food for retail consumption.
- The business must purchase food from an approved source such as a broadline food distributor, packaged foods producer, wholesale or retail meat, fish, poultry purveyors and wholesale or retail produce companies. NO food from a home business, raw food from a street vendor or farm or meals produced in the home will be accepted.
- The business must have a certified foodservice manager overseeing the production of food. All kitchen staff must have a food handlers training certificate to work with food in the business as of September 1, 2016.
- The business shall carry the standard levels of general liability, auto liability and worker’s compensation insurance as set by the District.

**General Conduct:** Please familiarize your staff with the policies outlined in this document.

**Facility:** The utmost care and caution must be used when working near flowerbeds, trees, building and furniture.

**Parking:** When catering staff is required, please park in the parking area in the rear of the CNC. Do not park in front of or on the side of the building.

**Food & Beverage Handling:** Caterers providing food, hot or cold, must adhere to the required safe food handling rules of the City of Houston, Harris County and Aldine ISD. The minimum requirements being holding temperatures of 40°F for cold items and 140°F for hot items. Deliveries must be made in approved insulated containers or boxes, cooling or warming, that will hold these temperatures for the period required until service is complete. Food must be held in these containers until such time as the meal begins or placed in catering serviceware suitable for holding the temperature. Drop-off of food items are only allowed within 30 minutes of the beginning of meal service such as with pizza.

**Outside Cooking and Production:** In the cases where onsite cooking will be provided, cooking will only be allowed in a designated outdoor space in the rear parking lot behind the building. Space will be assigned by the event coordinator for CNC. All grills, BBQ pits, propane stoves, fryers or other outdoor

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cooking equipment must be set-up in the designated area on pavement as directed. If located on paving or sidewalks, mats or outdoor covering must be used to limit any staining of the paving or sidewalk. Damage to paving or sidewalk will be the responsibility of the caterer. Food trucks will be located in an area accommodating the truck size.

Caterer shall not stage, store, rest or place any object, box, bag or other item anywhere except on paved surfaces. The caterer will pay for the replacement of any gardens or plant materials damaged by the caterer. Caterers shall not dig, stake or otherwise penetrate the ground with any post, stick, rod or similar object.

Standards of safe food handling shall apply as required by the City of Houston Health Department, Harris County Health Department and Aldine ISD. Caterer is required to provide adequate equipment for holding, staging and serving to maintain this safety. This includes but is not limited to cooler and warmer boxes, Cambro-style containers, chafers, cold servers and so on.

**Prepared Food Delivery:** Any food item, cold or hot, shall be transported to the meeting room in an appropriate covered container from a delivery vehicle or outdoor kitchen that holds the item at the correct holding temperature. Non-contained food or uncovered food is unacceptable to be carried through the Meeting Center. Food produced onsite must be carted or carried from the preparation location to the Meeting Center externally, around the building. Carts should be used to transport food from delivery vehicles or cooking stations to the service area unless the items can be safely carried. Upon request, a cart may be borrowed to transport food or materials. Under no circumstances may mobile furniture such as tables and chairs be used to transport food and beverage or equipment. Cold food should arrive wrapped or on covered trays as close as possible to meeting service but not more than 1 hour prior to service. Any cold food to be served later should be held cold in a cold box to maintain a temperature of 40°F. Coolers should have wheels or must be carted or carried into rooms. Do not drag coolers on the floor. Hot food must be transported in a hot holding container and placed in serviceware that will retain a temperature of 140° F for 4 hours. **Any food item, hot or cold, not held at the correct temperatures must be discarded after 4 hours.**

**Meeting Room Set-Up Rules:** CNC event coordinator will determine location of the food and beverage service. Generally, meetings in the small meeting rooms shall have food and beverage set on the built-in counters or tables in the room. The foyer entry space is reserved for large functions as a service and reception space. Do not place food in the foyer unless approved by the event coordinator.

**Caterer's Responsibility:** Caterers are responsible for all catering materials brought onto the property and into the building. Food items, catering supplies and equipment used during the event must be removed immediately following the event and the area left in a clean state. CNC is not responsible for loss of catering supplies, equipment or any other property, which is under the care and control of the caterer.

Special care should be taken while working in the Meeting Center. Any damage to floors, walls, doors, tables, chairs, furniture caused by caterer and their staff during the event shall be the responsibility of the caterer. Cost of repairs of the damage will be assessed to the caterer as necessary.

# Aldine ISD

## Child Nutrition



**Garbage Removal:** Removal of leftover ice, foodstuff, catering trash, etc. is the responsibility of the caterer. The caterer must remove all food trash from the premises, unless the event coordinator has made alternative arrangements for a clean up to occur.

**Smoking:** Please make sure that your staff is aware that smoking is prohibited anywhere on Aldine ISD property.

## CN Catering Services – Ordering Guide

Thank you for choosing **CN Catering Services**. **CN Catering** is committed to providing you the best food and beverage for your meeting, training or special event. Our menus have been updated and expanded to add to the great items you have enjoyed for many years. Due to the expansion of the Child Nutrition Center and the Central Office (along with the next building to come), there arose a need for greater clarity of the services offered. We believe this update will make it easier for our guests to get what they need. We hope you enjoy the new items and, as always, we aim to please. **Thank you.**

**CN Catering Guide:** Please refer to this guide when ordering food, beverage and set-up services.

**Minimum Requirements:** The minimum number of persons or items for an event is indicated in each section of the menu. Catering services are available at the Central Office and Sonny's Café. See "**When to Order**" below. Under special circumstances, we will deliver for less than the minimum. However, it must be approved by the CN Catering Supervisor.

### **When to Order:**

**Donaldson Admin Building:** For meeting services, cold breakfast items, lunch boxes and beverages, you may place your order 48 hours prior to delivery time. All other events require the times stated below.

**Sonny's Café:** Sonny's Café may be booked for a meeting or event after the close of operational hours. This includes Courtyard events as well. Ask about special events only available at Sonny's Café.

**Child Nutrition Center, M. O. Campbell and School Campuses:** For groups of 20 or less, we require orders for meeting services, cold breakfast, cold lunches and beverages be placed a minimum of 5-working days prior to the event. **All** orders of any kind require must be placed a minimum of 10-working days prior to the event for groups of 20 persons or more.

**Outside Groups:** Social and Educational Groups approved by the District are invited to book meetings and events at CNC. Menu charges and minimums apply. A 50% deposit is required to hold the date.

**Groups over 100 persons:** Any group **over 100 persons** must be **booked 30 days** prior to the event. A 50% deposit for any **non-District** groups will be required to hold the date. Cancellation of the event less than 5 days prior to event date will cause loss of deposit.

**Cancellations:** Any cancellation of an event less than 24 hours prior to event time may require a 50% charge for time expended and product purchased for the event unless the product may be re-purposed for another event.

**Service Packages:** All service packages include delivery, disposable plates, utensils and napkins.

**Drop n'Go Service:** For those meetings that require only the basics, we offer Drop and Go Service. We will provide the menu of your choice delivered in disposable serviceware to your meeting location. Drop n'Go Service does **not** include chafing dishes, linens or set-up

**Regular Service:** We will deliver the menu of your choice on basic serviceware and disposable chafing dishes at your meeting location. Regular Service includes delivery, set-up and pick-up. Attendant charge may be required for set-up in excess of 30 minutes.



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**Premium Service:** Premium Service provides table linens (white or black) and elegant serviceware plus on-site attendants to assist with set-up, buffet service and break-down. Attendant fees are charged for server-attended events for the hours after 3:00pm daily, evenings and weekends. Attendant fees are charged at the established hourly rate per attendant as set by the District. Attendants are required to be onsite at least 1 hour prior to and 1 hour after the event. For special décor, linens, china and specialty equipment, rental or purchase charges may apply.

**Room Use Rules: Please read carefully the rules for booking and using meeting rooms in the District.**

### **Child Nutrition Center Training and Meeting Rooms:**

The brand new Child Nutrition Center is a unique venue in the District with a Meeting Center designed to accommodate multiple small meetings or one large event. The Foyer of the Meeting Center is perfect for meeting check-ins, meal service or receptions. From our in-house kitchen, we can provide freshly prepared meal services to your meeting.

**CNC Booking and Use:** The Meeting Center is available for large meetings up to 200. Eight (8) separate meeting rooms may accommodate up to 25 persons each. Other configurations are available. Meeting rooms must be booked at least 10 days prior to your event date for groups of 25 or less. Large group bookings or multi-day conferences must be booked a minimum of 30 days prior to your event dates.

**Meeting Services:** Meeting services include table set-up, food and beverage services to create the optimal environment for creativity and learning. We offer coffee service, tea and water services, bottled drinks, morning and afternoon break enhancements.