

Passaic County Community College

Internal

Catering Guide

Revised Summer 2023

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Food Service Catering Guidelines

Catering Request forms are available from:

- The College web site, at www.pccc.edu/catering

The completed Catering Request must be received by Food Service TWO WEEKS prior to your event date.

All Catering Requests must contain the following **three** items:

- A copy of the room reservation approval
- Department 10 digit budget number
- Department Vice President signature

When a Catering Request is received, it generates a sequence of events:

- Requested food has to be ordered
- Staff schedules may need to be altered
- Production sheets are created with detailed food preparation instructions for each station
- Paper goods specific to your request are ordered, selected, and cued for your event

Food Service is committed to providing great service. Your cooperation regarding the two week notice will enable us to meet this goal.

Length of Time for Catering Services

All catering services run for a maximum of 2 hours. If more time is needed an additional fee of \$15 per hour, per service attendant needed (bill in full hour increments) will be added to the invoice. Additional time requests must be on the Catering Request Form when submitted to allow for scheduling of staff.

Changes to Your Order

Any changes to your order must be made by the person placing the original order, and include the proper VP approval signature. This person must both call Food Service AND follow-up with an email for documentation of the changes.

Cancellations

- With a 10-day notice, no Food Service fees are charged
- If the notice is less than 10 days, **50%** of the price for the catering requested is charged

Thank you,

Michael Grossi

Director of Cafeteria and Food Service Operations

973-684-6357

Catering@pccc.edu

Room Reservation and Room Design/Set-Up

Catering requests require a room reservation made through the appropriate campus liaison. To do so, please select the appropriate *PCCC Internal Room Request Form* campus link at:

<http://pccc.edu/facilities>

Any desired room design/set-up must be given to the selected campus liaison while completing your room reservation. To view these plans, please see the *Manual for Facilities Reservation and Room Design* at:

<https://web.pccc.edu/wp-content/uploads/2022/05/Facility-Rental-Form-2022-Complete.pdf>

Pricing

Please note, all pricing is subject to change.

Breakfast

NOTE: Condiments, paper products, delivery, set-up, and pick-up included

Continental Breakfast:

- Coffee (regular & decaffeinated)
- Hot tea
- Orange juice
- Mini-Bagels and Mini-Danish

\$5.95 per person

Hot Breakfast Buffet:

- Coffee (regular & decaffeinated)
- Hot tea
- Orange juice
- Mini-Bagels and Mini-Danish
- Scrambled eggs
- Home fried potatoes

\$8.25 per person

Complete Breakfast Buffet:

- Coffee (regular & decaffeinated)
- Hot tea
- Orange juice
- Mini-Bagels and Mini-Danish
- Scrambled eggs
- Home fried potatoes
- French toast
- Sausage & bacon

\$10.50 per person

Yogurt Bar:

- Vanilla Yogurt
- Organic Granola
- Berry Coulis

\$5.00 per person

Bagel Bar:

- Assorted Minin Bagels
- Plain Cream Cheese
- Olive Cream Cheese
- Butter
- Jelly
- Sliced Tomato
- Sliced Red Onion

\$5.00 per person

Add Smoked Salmon

\$5.00 per person

A La Carte Breakfast Selections

Hot tea and coffee (regular & decaffeinated)	\$2.00 per person
Bottled water 8 oz.	\$0.75 per person
Bottled water 16.9 oz. (1/2 liter)	\$1.25 per person
Fresh Brewed Iced Tea	\$1.25 per person
Pitcher of Orange Juice (8 oz. per person)	\$1.55 per person
Fresh fruit salad	\$3.25 per person
Assorted yogurt	\$2.25 per person
Assorted mini-Danish	\$1.69 per person
Assorted mini-bagels (cream cheese, butter, & jelly included)	\$1.75 per person

Lunch

NOTE: Condiments, paper products, delivery, set-up, and pick-up included

Lite Lunch

- Assorted mini-deli sandwiches (2 pc. per person)
- Chips & pretzels
- Pitchers of iced tea & water
- Upon request, roasted vegetable sandwiches are available for vegan guests

\$5.95 per person

Hearty Lunch

- Assorted mini-deli sandwiches (2 pc. per person)
- Mixed green salad
- Potato salad
- Relish tray (lettuce, tomato, & pickles)
- Chips & pretzels
- Cookies
- Pitchers of iced tea & water
- Upon request, roasted vegetable sandwiches are available for vegan guests

\$9.25 per person

Submarine Sandwiches

- 3 foot, serves approximately 15 people \$90.00
- 6 foot, serves approximately 30 people \$179.00
- Served with chips, pretzels, iced tea, & water
- Upon request, roasted vegetable sandwiches are available for vegan guests

Boxed Lunches

- Your choice of sandwiches (limit of three types)
- Chips & pretzels
- Cookie
- Whole fruit
- Can of soda (7.5 oz.) OR bottled water (8 oz.)
- Upon request, roasted vegetable sandwiches are available for vegan guests

\$8.50 per person

Salad Selections

- Green mixed salad
- Caesar salad
- Roasted vegetable & pasta

Add to any order for \$2.50 extra per person

Burgers, Hot Dogs, and/or Chicken Patties with Fries

- Hamburger, cheeseburger, veggie burger, hot dog, and/or chicken patty
- French fries
- Whole fruit
- Cookies
- Pitchers of iced tea & water

\$6.50 per person

Pizza Party

- 18" Cheese pizza, 8 slices \$15.00 each
- Add pepperoni \$4.00 each
- Add Roasted Vegetables \$10.00 each

A La Carte Snacks

Fresh seasonal fruit salad	\$3.25 per person
Cheese & cracker platter	\$4.25 per person
Fresh seasonal crudité platter	\$3.75 per person
Antipasto platter	\$5.25 per person
Cookie tray (2 per person)	\$1.75 per person
Pretzels & chips	\$1.25 each
Assorted yogurt	\$2.25 per person
Hot tea and coffee (regular & decaffeinated)	\$2.00 per person
Can of soda (12 oz.)	\$1.25 each
Bottled water (8 oz.)	\$0.75 each
Bottled water (1/2 liter)	\$1.25 each
Fresh brewed iced tea	\$1.25 per person

Special Events

Sheet Cake

We can customize a sheet cake to your specifications:

- Half sheet, serves approximately 50 people \$100.00
- Full sheet, serves approximately 100 people \$200.00

Ice Cream Sundae Bar

- Vanilla and chocolate ice cream
- Non-dairy whip topping
- Maraschino cherries
- Chocolate syrup
- Caramel topping
- Rainbow sprinkles
- Oreo crumbles

\$5.00 per person

Dinner Selections

Hors D'oeuvres

- Choice of four
- \$7.95 per person
- 2 pieces each item per person

Choices:

Franks in a Blanket	Assorted Mini Quiche	Vegetable Spring Rolls
Chicken Wings (baked or fried)	Potato Pancakes	Sesame Chicken Fingers
Meatballs (marinara OR sweet & sour)	Spanakopita	Mini Pizza Bagels

Complete Dinner Buffet

Includes one of the following entrées in addition to:

- Tossed green salad
- Vegetables
- Rice or potato
- Dinner rolls
- Cookies
- Pitchers of iced tea & water

Entrée Choices:

PASTA & EGGPLANT	CHICKEN	PORK & BEEF	FISH
Cheese Baked Ziti	Chicken Francaise	Grilled Pork Chop	Baked Cod
Cheese Stuffed Shells	Chicken Marsala	Sausage & Peppers	Fried Flounder
Pasta Primavera	Chicken Parmesan	Spanish Style Roasted Pork Shoulder	
	Baked Chicken (bone-in)		
	Fried Chicken (bone-in)		
Eggplant Parmesan	Chicken Stir Fry	Meatballs (marinara OR sweet & sour)	
Eggplant Rollatini	Grilled Chicken Breast	Sliced Roast Beef	

10 – 15 people	\$13.95 per person
16 – 100 people	\$12.95 per person
over 100 people	\$11.95 per person

\$3.50 extra per person for each additional entrée