

Passaic County Community College

Internal

Catering Guide

Revised Summer 2022

Contents

Food Service Catering Guidelines 3

Room Reservation and Room Design/Set-Up 4

Pricing..... 4

Breakfast 5

 Continental Breakfast: 5

 Hot Breakfast Buffet: 5

 Complete Breakfast Buffet:..... 5

 A La Carte Breakfast Selections..... 6

Lunch..... 7

 Lite Lunch 7

 Hearty Lunch 7

 Submarine Sandwiches 8

 Boxed Lunches 8

 Salad Selections 8

 Burgers, Hot Dogs, and/or Chicken Patties with Fries 8

 Pizza Party 8

A La Carte Snacks 9

Special Events 10

 Sheet Cake 10

 Ice Cream Sundae Bar 10

Dinner Selections 11

 Hors D’oeuvres..... 11

 Complete Dinner Buffet 12

 Budget Conscious Buffet of the Day 13

Food Service Catering Guidelines

Catering Request forms are available from:

- Pat Depsee, the Campus Scheduler-President's Office
- Food Service Office
- The College web site, at <http://www.pccc.edu/catering>.

Pat Depsee can be reached at 973-684-5903, PDepsee@pccc.edu or, through inter-office mail sent to the Office of the President.

The completed Catering Request must be received by Pat Depsee TWO WEEKS prior to your event date, who will deliver the paperwork directly to Food Service.

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.

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.

Cancelations

- 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
973-684-6838
mgrossi@pccc.edu

Room Reservation and Room Design/Set-Up

Catering requests require a room reservation made through the appropriate campus liaison. Any desired room design/set-up must be given to the selected campus liaison while completing your room reservation.

[Facility Reservation Form](#)

Pricing

Please note, all pricing is subject to change.

Breakfast

NOTE: Condiments, paper products, delivery, 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

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, 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
- Additional toppings \$2.00 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 (7.5 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
- 25 people minimum

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

Budget Conscious Buffet of the Day

The budget conscious consumer can order the daily entrée (item offered on our cafeteria menu for the day) for an event.

This is a reduced cost from the *Complete Dinner Buffet* pricing (see page 12).

The Budget Conscious Buffet includes

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

\$10.50 per person