Mt. San Jacinto College

The Eagles Nest Catering Menu

THE CATERING PROCESS

Thank you for choosing Mt San Jacinto College catering services.

We strive to provide you with high-quality food and beverages with the service to match.

This guide is intended to help you as you plan your menu. We are here to assist in making your event a success.

"Mt. San Jacinto College Food Services is committed to providing our students, staff and guests with high quality foods and exceptional customer service, in a clean and safe environment." You will need to email us a copy of your PR once entered into Galaxy. Catering@msjc.edu

2 weeks advance notice and fully approved PR prior to event date Step by step instructions for filling out PR - N:\Public\Departments\CAFE

CATERING POLICIES

Cancellations and Changes

Any event or menu item canceled or changed less than three business days prior to the event will result in a service charge of 100 percent.

Served Meals

Depending on the size of your event, one or more servers may be needed to serve the event. Servers are \$25 an hour with a two (2) hour minimum.

Delivery Charges

A \$50 delivery charge is added for all catering's under \$75.00



Additional Information

Catering price includes food and beverages, disposable ware, buffet set-up, paper linen for the food table, clean-up and removal.

PLEASE CONTACT THE "FACILITIES" DEPARTMENT TO RESERVE YOUR TABLES, CHAIRS, TENTS, PODIUM, OR SOUND SYSTEM. THEY HAVE A FORM ON THE "P" DRIVE CALLED THE "FACILITY REQUEST FORM". ORDER ADDITIONAL TABLES FOR FOOD (3)

Banquet size or square tablecloths \$14.00 each. Drape tablecloths \$18.00 each

Cloth napkins are \$1.00 per person.

Minimum of 5 table cloths or delivery fee of \$25.00

Please note holiday linen colors are additional and cannot be guaranteed.

Catering prices are subject to state sales tax.

Events held on MSJC observed holidays are subject to additional labor charges.

MSJC Food Services is not responsible for any food or beverages not supplied by the department.

Food and beverages purchased through MSJC must be consumed on the premises.

Total pricing will reflect menu and service selections. Please feel free to ask any questions.

OUR KITCHEN COMMITMENT

We believe healthy eating is critical to living a long and happy life. Therefore, we are committed to provide you, our customer, with dining options that are fresh.

Menus are based on availability of ingredients. During certain seasons some items needed to prepare your meal may not be readily available and we may need to make a substitution. We'll be sure to let you know.

We do not use transfats in any menu item.

We value your business. Thank you again for choosing Mt San Jacinto College Catering.

BREAKFAST SELECTIONS

Coffee Break

Freshly brewed coffee, decaf.......\$2.25 per person

Mini Continental

An assortment of bakery items, coffee, assorted juices. \$5.25 per person

Classic Continental Breakfast

An assortment of bakery items, fresh-cut seasonal fruit, coffee, and assorted juices. -

\$6.75 per person -

The Country Feast

Egg and cheese omelets home-style potatoes with your choice of sausage or ham, biscuit & gravy, fresh-cut seasonal fruit, coffee, and assorted juices. **\$9.75 per person**

Croissant Egg Sandwich

Scrambled eggs stuffed inside a large croissant with your choice of ham, sausage or bacon served with fresh-cut seasonal fruit, coffee, and assorted juices. **\$8.99 per person**

Breakfast Burrito

Scrambled eggs with your choice of bacon, sausage or chorizo, potato and shredded cheese in a flour tortilla. Served with salsa, fresh-cut seasonal fruit, coffee, and assorted juices. \$8.50 per person



BREAKFAST A LA CARTE

Gourmet Muffin \$2.25
Danishes\$1.50
Yogurt Parfait\$3.75
Whole Fruit \$1.00
Bagel W/ cream cheese & jelly\$2.25
Bottled Juice \$2.50
Bottled Water \$1.75

GOURMET LUNCHEON SALADS

(Family style or individual)

Selections include Hawaiian roll and butter, soda, or water and a freshly baked cookie. Salads can be prepared vegetarian.

Traditional Chicken Caesar

Romaine lettuce, parmesan cheese, croutons with roasted chicken breast and Caesar dressing. **\$10.50 per person**

Chinese Chicken

Cabbage mix with mandarin orange segments, green onion, sliced almonds, crunchy noodles, and topped with sliced roasted chicken. Served with an oriental sesame ginger dressing.

\$10.50 per person

Cobb Salad

Lettuce mix topped with turkey, bacon, cheese, black olives, hard boiled egg and tomato. Served with ranch dressing.

\$10.50 per person

Classic Chef Salad

Lettuce mix with a julienne of turkey, ham and provolone cheese, hard boiled egg, tomato and cucumber. Served with your choice of dressing. **\$10.50 per person**

California Chicken Salad

Roasted diced chicken on a bed of salad mix with dried cranberries, sliced apples, and Feta cheese. Served with your choice of dressing.

\$10.50 per person

Spinach Salad

Tender spinach, chopped bacon, red onion, hard boiled egg and feta cheese with sliced roasted chicken and Italian dressing.

\$10.50 per person

Greek Salad with Chicken

Mixed greens with cucumber, red onion, kalamata olives, tomato and feta cheese. Topped with a roasted chicken breast and your choice of dressing.

\$10.50 per person

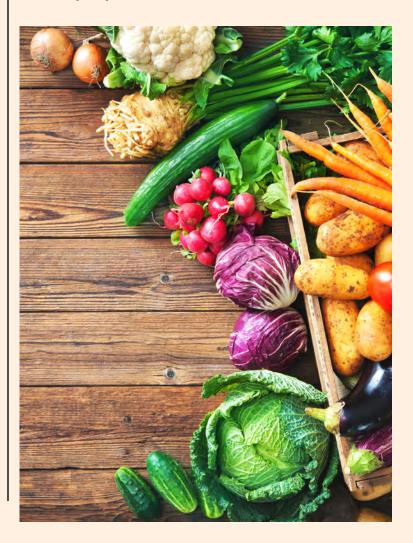
Grilled Chicken Salad

Lettuce mix, tomatoes, cucumber, red onion and shredded cheese, topped with a roasted chicken breast. Served with ranch dressing.

\$10.50 per person

Chopped Italian Salad

Chopped ham, salami & pepperoni, lettuce mix, , shredded cheese, olives and tomatoes. Served Italian dressing. \$10.50 per person



GOURMET LUNCHEONS

SANDWICHES/WRAPS

Selections include your choice of cut fruit, mixed green salad or pasta salad, soda or water and a freshly baked cookie.

Garden Ranch Wrap

Cucumber, chopped tomato, shredded carrot, pepper strips, shredded cheese and spinach in a whole wheat tortilla with ranch.

\$8.50 per person

MSJC Club

wheat tortilla, sliced turkey, bacon, swiss cheese, lettuce, tomato, red onion. **\$9.50 per person**

Chicken Caesar Wrap

Wheat tortilla wrap filled with a classic chicken Caesar salad and chopped tomato. **\$9.50 per person**

Grilled Chicken Wrap

Roasted chicken, shredded cheese, diced tomato, carrots and lettuce with ranch dressing in a wheat tortilla. **\$9.50 per person**

Box Lunch #1

A hearty sandwich of your choice on a hoagie roll with fresh whole fruit, cookie, and bag of chips packaged in a convenient to-go box. A canned soda accompanies this lunch. \$8.75 per person

Box Lunch #2

A hearty sandwich of your choice on a hoagie roll with fresh whole fruit, potato salad or pasta salad, cookie, and bag of chips packaged in a convenient to-go box. A canned soda accompanies this lunch. **\$9.50 per person**

Boxed lunch #3

A buttery croissant with fresh whole fruit, potato salad or pasta salad, cookie, and bag of chips packaged in a convenient to-go box. A canned soda accompanies this lunch **\$9.75 per person**

HOT LUNCHEONS

(25 person minimum)

Non-Mexican entrée selections include rolls with butter and freshly baked cookies for dessert. Assorted soda and water included.

Baked Lasagna

Classic meat or vegetarian lasagna. Served with a Caesar salad. **\$11.95 per person**

Penne Chicken Alfredo

Roasted chicken served over penne pasta with alfredo sauce. Served with a Caesar salad. **\$11.95 per person**

Gold Rush Chicken

Baked Chicken breast served in a creamy mushroom sauce, served with rice pilaf, and garden salad \$11.95 per person

Chicken, Beef or Cheese Enchiladas

Corn tortillas filled with your choice of chicken, beef or cheese and baked in enchilada sauce. Topped with olives and green onions. Baked in a green or red enchilada sauce. Served with refried beans and Spanish rice.

\$9.25 per person

Taco Bar

Seasoned ground beef and marinated chicken served with your choice of flour or corn tortillas and salsa. Accompanied by refried beans, Spanish rice, sour cream, olives, tomato, lettuce, and cheese. **\$10.25 per person**

KITCHEN CLASSIC DINNER MENUS

(BBQ menu served after 11 am 40 people minimum,\$150 BBQ FEE)

Dinner entrées include Hawaiian rolls and butter, mixed green salad or Caesar salad, choice of cookies or brownies, and assorted soda and water. Add New York cheesecake for an additional \$3.25 per person.

B.B.Q Tri-Tip

Seasoned and thinly sliced. Served with Ranch beans, or mashed potatoes \$14.95 per person

Herb Roasted Chicken

Quarter baked chicken seasoned with herbs and spices. Served with rice pilaf \$13.95 per person

BBQ Chicken

Mesquite grilled boneless chicken breast and thigh. Served with garlic mashed potatoes **\$13.95 per person**

Meatloaf

Ground sirloin seasoned and baked severed with mashed potato and brown gravy \$12.50 per person

Chicken Cordon Bleu

Boneless chicken breast stuffed with ham and swiss cheese, served with Hollandaise sauce and rice pilaf

\$13.50 per person

Chicken Parmesan

Breaded chicken breast topped with marinara sauce and mozzarella cheese baked to perfection. Served over pasta **\$13.50 per perso**n

Chicken Teriyaki

Roasted boneless chicken thigh marinated in teriyaki sauce, served with pineapple, steamed rice pilaf \$13.50 per person

<image>

THEMED BUFFETS

Themed Buffets (Perfect for a specialty hearty lunch or dinner) assorted soda, and water included

New York Deli \$11.95 Build your own deli sandwiches with assorted deli meats and cheeses.	On-site B B Q
With all the fixings; Croissants and rolls, lettuce, onion, tomato slices, and pickle chips. We also	dressing, rolls and butter. cookies or brownies, and assorted drinks.
includes chips, choice of salad, cookies or brownies and assorted drinks.	Taste of Italy\$13.95Penne chicken alfredoItalian sausage and penne pasta in marinara
La Fiesta \$13.75 Cheese enchilada casserole Chicken or beef tacos Accompanied by refried beans and Spanish rice, ,	sauce Served with Caesar salad and croûtons, garlic breadsticks, brownies, and assorted soda and water.
lettuce, shredded cheese, olives, tomato, sour cream, and churros. Assorted soda, and water included.	Pizza Party



FINGER FOODS AND APPETIZERS

Gourmet cheese and crackers display Hot and spicy buffalo wings Vegetable patch crudite and dip hummus and pita chips Meatballs: BBQ, sweet and sour, or Italian Seasonal fruit display Tomato bruschetta Chips with salsa and guacamole House-made garlic chips with ranch dip Taquitos with salsa: beef or chicken (25 people minimum)

Seven items	.\$16.95 per person
Six items	.\$14.95 per person
Five items	.\$12.95 per person
Four items	\$9.95 per person
Three items	\$7.95 per person

EXHIBITION STATIONS

BBQ menu served after 11 am, 40 people minimum, \$150 BBQ FEE

Hot dog, chips, assorted drinks \$4.50	Hamburger /cheeseburger chips,assorted drinks \$5.50
	Hamburger/ cheeseburger, chips, macaroni or potato salad, dessert, assorted drinks \$6.75

HOUSE SPECIALTIES

Hamburger or cheeseburger, hot link, chips, macaroni or potato salad, cookie or brownie, and assorted drinks \$8.75

PARTY PLATTERS

Seasonal fruit tray	. \$3.75 pp
Gourmet cheese and crackers	. \$3.75 pp
Assorted meats and cheeses	. \$4.75 pp
with crackers	
Vegetable patch crudite with dip	\$2 75 nn

Mini-croissant sandwiches	. \$4.95 pp
Assorted deli wrap platter	\$5.25 pp
Assorted deli sandwich platter	\$5.25 pp
Antipasto platter	\$4.95 pp

vegetable patch crudite with dip ... \$2.75 pp

BAKERY (BY THE DOZEN)

By The Dozen Pick Up Only

Cookies	\$1	5.00
Brownies	\$1	5.00

Muffins	\$15.00
Gourmet Muffins	\$24.00
Granola Bars	\$12.00

BEVERAGES

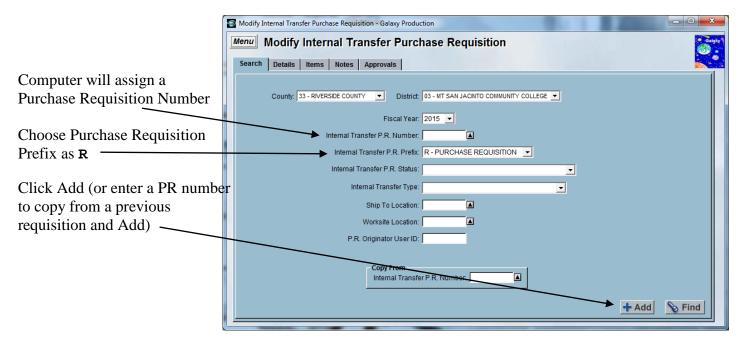
Iced Tea (gallon serves 16) \$15.00	Bottled Water\$2.00 each
Punch (gallon serves 16)	Bottled Soda
Lemonade (gallon serves 16) \$15.00	Bottled Juice\$2.50 each
Coffee/Decaf (16/8 oz cups) \$20.00	

⁵Preparing an Internal Transfer for a Cafeteria Catering Request

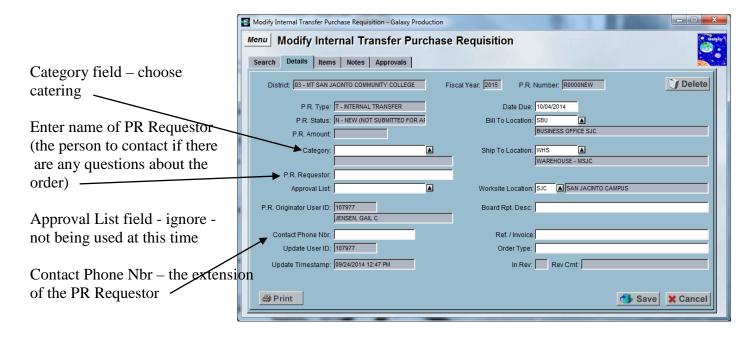
⁵Preparing an Internal Transfer for a Cafeteria Catering Request

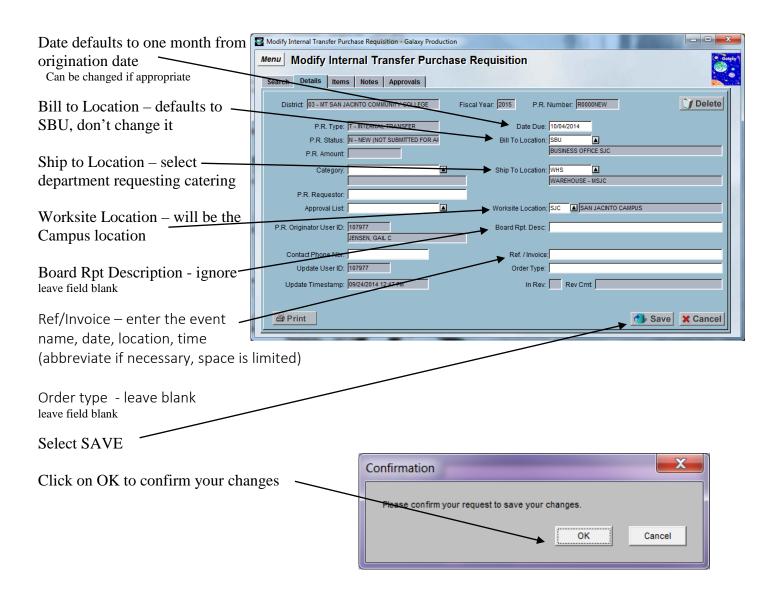
Used to request catering from the MSJC cafeteria

Select Modify Internal Transfer Purchase Requisition menu option

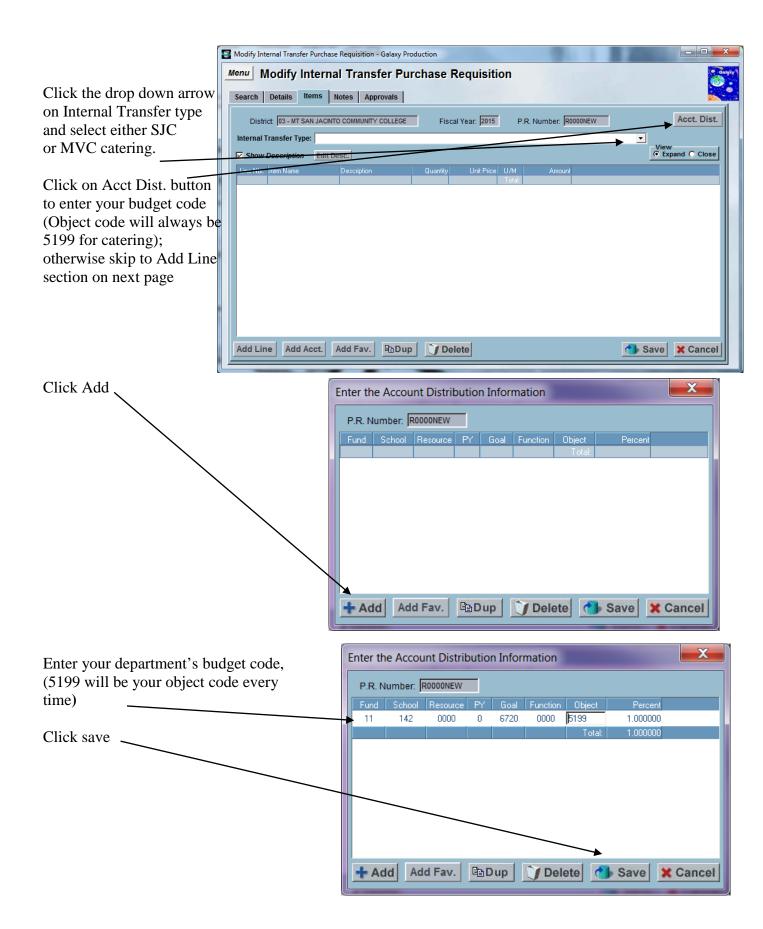


This screen is also used to retrieve a requisition that was previously created in order to make changes or to print. Enter the purchase requisition number and select FIND.





The system prompts you to enter an Internal Transfe	rValidation Error
Type and changes the screen to the ITEMS tab	Please select an Internal Transfer Type.
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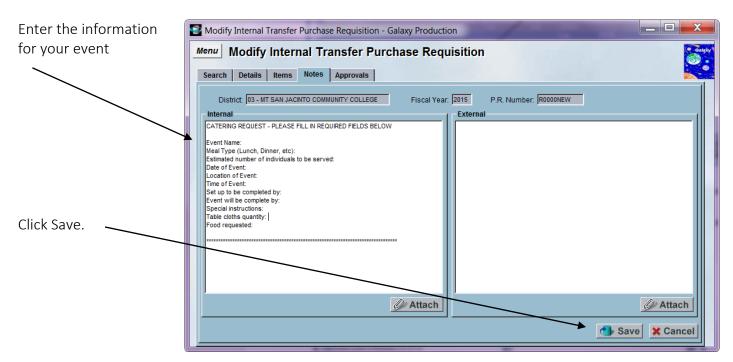


Click on Add line	Modify Internal Transfer Purchase Requisition - Galaxy Production	
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\mathbf{X}	Search Details Items Notes Approvals	
\mathbf{X}	District: 03 - MT SAN JACINTO COMMUNITY COLLEGE Fiscal Year. 2015 P.R. Number: R	Acct. Dist.
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Enter Description: Event name, date, a	and time	
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Click save		

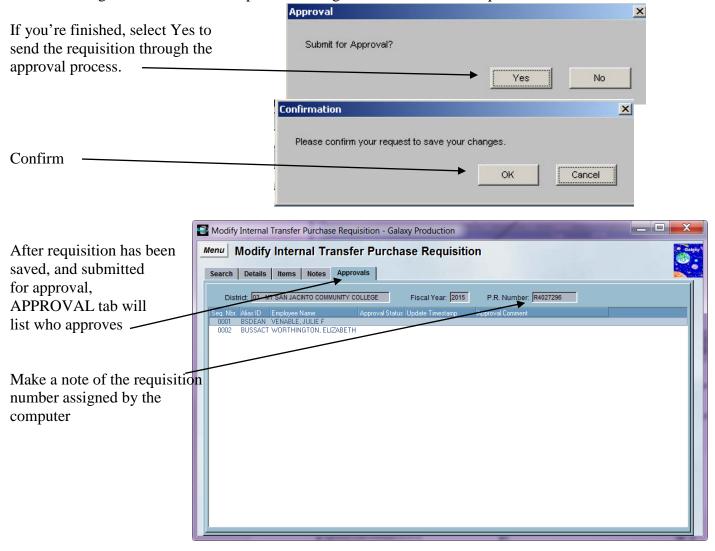
Add Acct. (budget code) as needed (if you didn't use Acct Dist.)	Modify Internal Transfer Purchase Requisition - Galaxy Production Menu Modify Internal Transfer Purchase Requisition Search Details Items Notes Approvals	
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Enter an amount for each budget line or a percent (not both)	Image: Dool LUNCH BUS SERV LUNCH 10/3 1.00 300.00 EACH 300.00 Fund School Resource PY Goal Function Object Amount Percent Acct. Amount 11 142 0000 0 6720 0000 §199 0.00 1.000000 Total 0.00 Total 0.00 1.000000 1.000000	Save X Cancel
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Example: \$40 * 8.00%=3.20 would be entered as follows:	Add a P.R. Line Nbr.
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Description: "sales tax on business meeting"	Quantity Unit Price U/M 1.00 3.200000 EACH
Quantity: always 1 for this entry	Delivery Instructions
Unit price: Calculated sales tax	Asset Location Code
U/M: EACH	Save X Cancel
Delivery Instructions-Leave blank Asset location code- Leave blank	
Click save.	
Go to NOTES tab Modify Internal Transfer Purchase Requisition - G Search Details Item Notes Approvals	
click ATTACH	Fiscal Year: 2015 P.R. Number: R0000NEW
	Attach Attach Save X Cancel
Highlight Catering note and click ok	
Topic CATERING	CATERING REQUEST - PLEASE FILL IN REQUIRED FIELD'S BELOW Event Name: Meal Type (Lunch, Dinner, etc): Estimated number of individuals to be served: Date of Event: Location of Event: Time of Event: Time of Event: Set up to be completed by: Special instructions: Table cloths grantity: Fond requested CATERING REQUEST - PLEASE FILL IN



Confirm changes - note that the computer has assigned a number to the requisition.



At any time <u>prior</u> to the requisition being finalized, the requisition can be retrieved and modified. Dollar amount or budget code will require that the requisition go through the approval process again.

To PRINT requisition	Modify Internal Transfer Purchase Requisition - Galaxy Production	
Go to Details tab and	Menu Modify Internal Transfer Purchase Requisition	
Select Print	District: 03 - MT SAN JACINTO COMMUNITY COLLEGE Fiscal Year. 2015 P.R. Number: R4027296	J Delete
	P.R. Type: T - INTERNAL TRANSFER Date Due: 11/06/2014 P.R. Status: S - SUBMITTED FOR APPROVAL Bill To Location: SBU Image: SBU	
	Category: CATERING A Ship To Location: WHS Catering and Food Services WAREHOUSE - MSJC	
	Approval List Worksite Location: SJC SAN JACNTO CAMPUS	
\backslash	P.R. Originator User ID: 194818 Board Rpt. Desc: WORTHINGTON, ELIZABETH ANN	
	Contact Phone Nbr. Ref. / Invoice:2	
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When the PR opens in the PDF screen do the following:

1. Go to file. 2. Click "Send file" 3. Email to <u>catering@msjc.edu</u>. MT SAN JACINTO COMMUNITY COLLEGE INTERNAL TRANSFER PURCHASE REQUISITION Fiecal Year: 2015 R4026435 Date: 2/12/2015 10:55:53 AM Internal Transfer Type: Bill To: BUSINESS OFFICE SJC Ship To: WAREHOUSE - MSJO SJC CATERING- SJC CAFE CATERING ATTN: MARTHA CRAWFORD 1499 N STATE ST SAN JACINTO, CA 92583 1499 N STATE ST SAN JACINTO, CA 92583 32-144-0000-0-6940-0000-8847 Entered 08/06/2014 MANDIE LEANNA HORNBA Total 51.84 Originator 08/16/2014 3156 Phone: Due: SAN JACINTO CAMPUS Status: FINALIZED Worksite: Requestor: MARTHA CRAWFORD Category: SERVICE 09/17/2014 Change Date: Service - Non-Contract Approvals HOWELL, PATRICIA KATHERINE Approved WORTHINGTON, ELIZABETH ANN Approved 9/16/2014 4:43:26 PM 9/17/2014 8:12:51 AM Line No. Item Name

The cafeteria will review and approve all catering events. If the event is approved by the cafeteria, they will notify the department and make all necessary preparations.

If the cafeteria cannot provide the service, the cafeteria will promptly contact the department. At this time, the department must delete the purchase requisition from Galaxy.

In the event that the department needs to cancel an approved catering event, the department will need to contact the cafeteria and delete the purchase requisition. There will be no charge to the department.