

# CALVIN DINING SERVICES

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Forms:     Equipment Release Form  
Residence Hall/Floor Sign Up Sheet

## Retreat Services Guide

### 2011-2012

[www.calvin.edu/admin/food](http://www.calvin.edu/admin/food)

# CALVIN DINING SERVICES

## Staff Contact Information

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## Retreat Services Guide

2011-2012  
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# CALVIN DINING SERVICES

## Equipment and Supplies Rental Policy

**CONTACT: Knollcrest Dining Hall, ext: 6-7311**

UPON AVAILABILITY, THE FOLLOWING ITEMS MAY BE

BORROWED THROUGHOUT THE SCHOOL YEAR:

- \* Punch bowls & ladles
- \* Insulated air voids (for hot & cold beverages)
- \* China & Glassware
- \* Silverware
- \* Serving Utensils
- \* Pitchers
- \* Linen tablecloths (charge)
- \* Linen napkins (charge)
- \* Grills (charcoal must be ordered at additional charge)

### **Rental Procedures & Policies**

1. Complete the equipment/supply form (including the RD's signature.) This form must be submitted to Knollcrest Dining Hall one week in advance. If less than one week's notice is given for equipment needs, it is at the discretion of the Food Service to determine if your request can be fulfilled.
2. All rented items must be returned cleaned and undamaged to Knollcrest Dining Hall before noon the following day.
3. A \$25.00 deposit is required for all rentals. This will be refunded when the equipment is returned (undamaged & clean.)
4. The Residence Hall or organization will be billed for missing items not returned within the specified time limit.
5. Additional labor charges will be imposed if special food service staff is brought in on unscheduled days to gather a request.

# CALVIN DINING SERVICES

## Equipment and Supplies Rental Policy

- All requests must be handled through the Knollcrest Dining Hall, please call 6-7311,  
or e-mail JLH8@calvin.edu
- Requests must be made one week prior to date of equipment pick-up.
- All equipment must be returned cleaned and undamaged within 24 hours, by noon the next day to Knollcrest Dining Hall.
- Rented grills must be returned cleaned out. (Note: please dispose of charcoal properly in garbage bins and DO NOT dispose of charcoal on ground.)
- The deposit will be withheld if these conditions are not abided by.

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**Name of Residence Hall or Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Items Requested:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date and Time of Pick-up:** \_\_\_\_\_ **Return:** \_\_\_\_\_

**Total Charges:** \_\_\_\_\_ **Deposit and/or Meal Card:** \_\_\_\_\_

**Authorization Signature (RD) & Date:**

\_\_\_\_\_



# CALVIN DINING SERVICES

## Snack and Retreat Costs and Procedures

- \* Retreats may be deducted off of students' meal plans. The event coordinator of the retreat or cookout is responsible for submitting student ID #'s and names at least three days before the event. Additionally, a \$0.75 gathering fee will be charged per person when the ID #'s are being used as a method of payment.**
  
- \* Groups who are not deducting the student meal plans can purchase food items for the listed prices. Groups paying per item will not be charged the gathering fee.
  
- \*Your guaranteed attendance is required by 4:00 p.m., 3 days prior to your scheduled event. Please inform Jessica Berkey by phone (\*67311) or e-mail (JLH8@calvin.edu ) with your confirmation. If you do not provide us with a guaranteed count we will use the estimated number of guests provided at the time of initial request as the final count for food preparation, and billing.**
  
- \* Any equipment rental requires a \$25.00 deposit (check or cash) which will be refunded when the items are returned cleaned and undamaged. The deposit MUST be paid before taking any equipment or supplies.
  
- \* Please ask if there is an item you would like to order which is not listed. Arrangements can be made for special orders if proper notice is given.**

Prices and food items are subject to change.

# CALVIN DINING SERVICES

## Food Safety Tips

Here are a few tips to keep in mind when preparing and serving food:

\*Make sure any person that is handling food washes their hands prior to starting. The area that will be used for preparing the food must be clean and sanitary, including cutting boards, countertops, and all utensils. This helps prevent cross-contamination and minimizes the risk of someone getting sick from eating something that you prepared.

\*Always keep the food refrigerated up until the moment that you will be ready to cook the food. This minimizes the risk of the food spoiling and also prevents food-borne illness.

\*Always cook the food all the way through. It may look done on the outside, however, that does not mean that it is cooked all the way on the inside. Cook the food at the appropriate temperature and length of time:

Chicken at 165 degrees F for 15 minutes

Pork at 165 degrees for 15 minutes

Hamburger at 165 degrees for 15 minutes

\*Finally, all hot food must be held at the proper cooking temperatures before it is ready to be served and consumed. Here are the temperatures and times:

Chicken: 165 degrees F for 15 seconds

Pork: 155 degrees F for 15 seconds

Hamburger: 155 degrees F for 15 seconds

If your food is maintaining these temperatures for the specified amount of time, you are ready to eat!

In preparing for your retreat, please do not hesitate to contact one of the chefs or service managers who may be of assistance in answering your questions! We are here to make your event a success!

# CALVIN DINING SERVICES

## Additional information

**In the event an authorized campus activity or work schedule prevents you from eating your meal during regular meal hours, you may receive a sack lunch. Sack lunches are available to you Monday through Saturday. You MUST bring your meal card with you when ordering a sack lunch.**

### **Sack Lunches**

If you need a sack lunch Monday – Friday, you may visit the Uppercrust at the Common's Dining Hall between 7:00am-10:30am, at which time a server will prepare your lunch. Sack lunches may also be ordered online on the Calvin College Food Service web site and picked up after 9:00am. You may choose from a variety to homemade breads, natural cheeses, beverages, cookies, fruit, and vegetable sticks.

[www.calvin.edu/admin/food](http://www.calvin.edu/admin/food)

Any requests for sack lunches for Saturday must be placed with the Knollcrest Dining Hall Student Managers' office or Jessica Berkey (\*67311) no later than 12:00pm on Friday. These pre-ordered lunches may be picked up at Knollcrest Dining Hall any time on Saturday between 8:00am and 6:00pm.

### **Cookouts**

- Cookout requests must be placed 7 days in advance with Knollcrest Dining Hall.
- Grills can be reserved through Knollcrest Dining Hall and require a \$25.00 deposit.
- The Residence Hall will be responsible for cooking their own food.
- All food and supplies will be picked up at Knollcrest Dining Hall.
- A 25 person minimum is required to have a cookout.
- Don't forget to order the charcoal!

### **Team Sack Lunches:**

Any Sport Teams that need sack lunches during the week or weekends must place their request with Jessica Berkey, JLH8@calvin.edu or 526-7311, one week before your scheduled event. All Team Sack Lunches must come through Knollcrest Dining Hall.

Each sack lunch will include; chips, fruit, vegetable, cookie and water. ID numbers or Calvin Account number can be used to pay for Sack Lunches.

# CALVIN DINING SERVICES

When charging the meal to Meal Plans please use  
this menu to choose your items

## Main Course

<b>~Pick One Main Course~</b>
Chicken Breasts
Hamburgers with Buns
Hot Dogs with Buns
Veggie Burgers with Buns
Mosticcoli
Sliced Meat Tray (with bread and condiments)
Chicken Fajitas (with onions and peppers)
Tacos (Hard or Soft Shell) *meat is precooked

\*\*Raw ingredients unless noted

## Sides

<b>~Pick up to Three Sides~</b>
Baby Carrots
Broccoli
Tossed Salad (with Toppings and Dressing)
Fruit Salad
Potato Salad
Macaroni Salad
Cole Slaw
Yogurt
Cottage Cheese
Chips/Pretzels
Tortilla Chips and Salsa
Garlic Bread/Bread Sticks
Vegetable Tray (with Vegetable Dip)

\*Please let us know of any Special Diets when ordering your meal

\*\*Let us know if you need any paper products for your meal

\*\*\* All meals will come with the necessary condiments

## Beverages

<b>~Pick up to Two Beverages~</b>
Assorted Pop (Pepsi, Mug Root Beer, Mountain Dew, Diet Pepsi, Sierra Mist)
Bottled Water
Milk
Crystal Light

## Desserts

<b>~Pick One Dessert~</b>
Cookies (Chocolate Chip, M&M, Peanut Butter, Sugar, Oatmeal, White Chocolate Macadamia Nut)
Pie (Apple, Fruit of the Forest, Pecan, Pumpkin, Peach, Cherry, Blueberry, etc.)
Cake
Bar (Brownie, No Bake, Lemon Bar, Rice Krispie Treats, etc.)
Smores
Ice Cream

## Breakfast Meal Options

<b>~Choice of Three~</b>
Eggs, Pancakes, Sausage, Bacon, Hash Browns, Cereal (1 kind), Muffins, Oatmeal, Cream of Wheat
<b>~Choice of One~</b>
Bagels with Cream Cheese Toast with Jelly
<b>~Milk, Assorted Juices~</b>

# CALVIN DINING SERVICES

## Snack and Retreat Item Listings

### Breakfast

<i>Item</i>	<i>Size</i>	<i>Cost</i>
Cereal	1 big bulk bag	\$13.00
Eggs	Dozen	\$1.25
Sausage Links	1 # (20 Pieces)	\$2.40
Bacon	1 # (20 Pieces)	\$3.48
Oatmeal	Container (s=25)	\$3.60
Cream of Wheat	1 box (s=22)	\$3.60
Pancake Mix	5 # box	\$5.00
Hash Browns	3 # bag	\$2.70

### Snacks

<i>Items</i>	<i>Size</i>	<i>Cost</i>
Potato Chips	14 oz bag	\$3.00
Potato Chips	Individual bag	\$0.50
Pretzels	15 oz bag	\$2.90
Tortilla Chips	24 oz bag (s=20)	\$3.00
Salsa	16 oz/32 oz	\$2.00/\$3.10
French Onion Dip	16 oz/32 oz	\$1.65/\$3.30
Chex Snack Mix	31 oz bag	\$5.35
Cheese Goldfish	31 oz box	\$6.00

### Paper and Plastic Items

<i>Item</i>	<i>Quantity &amp; Size</i>	<i>Cost</i>
Plates	Each; 6"	\$0.05
Plates	Each; 9"	\$0.16
Bowls	Each	\$0.05
Cups, 16 oz	Each	\$0.11
Cups, 9 oz	Each	\$0.06
Forks, Knives or Spoons	Each	\$0.04
Charcoal & Fluid	20# Bag	\$9.50

### Fruits/Vegetables/Salads

<i>Item</i>	<i>Size</i>	<i>Cost</i>
Apple or Orange	Each	\$0.55
Banana	Each	\$0.50
Grapes	1# (s=10)	\$2.30
Relish Tray w/ Dip	Per Person	\$1.20
Tossed Salad ( w/ 3 Toppings)	Per Person	\$1.05
Lettuce/Tomato/Onion tray	Per Person	\$0.25
Cheese Tray (Swiss & American)	Per Person	\$0.30
Fresh Fruit Salad	Per Person	\$1.10
Potato Salad	10 # (s=50)	\$12.50
Macaroni Salad	10 # (s=50)	\$12.50
Cottage Cheese	5 # (s=15)	\$10.00
Watermelon	Whole	\$8.90
Mini-Carrots	1 oz bag	\$0.15
Whipped Topping	1 can	\$2.85

# CALVIN DINING SERVICES

## Baked Goods and Desserts

<i>Item</i>	<i>Size</i>	<i>Cost</i>
Garlic Toast	Loaf (15 Slices)	\$1.95
Bread	Loaf (12 Slices)	\$1.95
Texas Toast	Loaf (14 Slices)	\$2.60
Bread Sticks	Dozen	\$3.15
Dinner Rolls	Each	\$0.25
Corn Bread	1 Dozen	\$3.15
Croissants	Each	\$0.80
Gourmet Bagels	1 Dozen	\$5.10
Muffins	Dozen	\$3.50
Pastries	Dozen	\$3.30
Donuts	Dozen	\$5.15
Cookies: Sugar, Chocolate Chips, M&M, Peanut Butter, Oatmeal Raisin	Dozen	\$3.30
Gourmet Cookies	Dozen	\$4.00

<i>Item</i>	<i>Size</i>	<i>Cost</i>
Brownies	1 Sheet (s=60)	\$21.00
Brownies w/ Frosting	1 Sheet (s=60)	\$22.60
Cake	9" round	\$9.10
Cake	1 Sheet (s=60)	\$35.80
Cake	½ Sheet (s=30)	\$16.80
Rice Krispie Treats	1 Sheet (s=60)	\$17.90
Cup Cakes	Dozen	\$6.50
Vanilla Ice Cream	1 Gallon	\$7.50
Ice Cream	3 Gallon	\$17.30
Sherbet	3 Gallon	\$15.00
Ice Cream Toppings:		
Chocolate Syrup	16 oz	\$3.40
Chopped Nuts	16 oz	\$3.40
Carmel	16 oz	\$3.40
Strawberry	16 oz	\$3.40
Frosting	16 oz	\$3.50
Sprinkles	8 oz	\$2.50

## Specialty Trays

Servings =20

<i>Items</i>	<i>Cost</i>
Fresh Vegetable Tray	\$20.10
Sliced Fruit Tray	\$20.10
Cheese & Fruit Tray (Includes Crackers)	\$25.10
Assorted Cheese Tray (Includes Crackers)	\$30.00
Deli Tray Turkey, Ham, Salami, Swiss Cheese, American Cheese, Croissants, Buns, Bread, & Condiments	\$44.00
Continental Breakfast Tray (Donuts, Muffins, Bagels, etc.)	\$19.00

# CALVIN DINING SERVICES

## Beverages

### Main Course

<i>Item</i>	<i>Size</i>	<i>Cost</i>
Hot Dogs w/ Bun	Each	\$0.90
Hamburgers w/ Buns	Each	\$0.95
Chicken Breasts	4 oz	\$1.30/ with bun \$1.40
Veggie Burger	Each	\$1.30/ with bun \$1.40
Brats w/ Buns	Each	\$1.00
Box Lunches	Each	\$5.75
8" Subs	Each	\$2.60
Lasagna (meat and vegetarian)	½ pan (s=12)	\$12.30
Sliced Meat Tray; Turkey, Ham, Salami, Roast Beef	Per Person	\$3.70
Tacos/Fajitas	Each	\$1.10/\$1.30
Pizza (Choice of 2 Toppings)	Per Pizza (8 slices)	\$7.50
Spaghetti w/ meat sauce	Per Person	\$2.50

<i>Item</i>	<i>Size</i>	<i>Cost</i>
Milk	½ Pint	\$0.70
Milk	1 Gallon	\$3.50
Orange Juice	6 oz Can	\$0.90
Orange Juice	1 Gallon	\$4.70
Hot Chocolate (un-brewed)	1.25 Gallon (s=20)	\$4.50
Hot Chocolate (brewed) -Includes cups	1.25 Gallon	\$7.00
Coffee (un-brewed)	1.50 oz bag	\$1.00
Coffee (brewed) -Includes cups	1 Gallon (s=18)	\$5.30
Pepsi	2 liter	\$1.25
Bottled Water	20 oz	\$0.75
Crystal Light	2 Gallon (s=30)	\$4.75
Air Void Ice Water	5 Gallons	\$1.45