WEST MOBERLY FIRST NATIONS

CATERING POLICY

June 14, 2017

WMFN CATERING POLICY

Objective:
> To provide equitable employment and compensation guidelines for the catering of WMFN internal events.

Application and Scope:
> West Moberly First Nations Departments, Chief and Council, and Outside Agencies who are utilizing WMFN Caterers for the purpose of catering WMFN Internal Events. This policy also applies to all Caterers who are on the current approved catering list.

Policy:

1. The Director of Operations shall designate a Catering Coordinator.

2. A Rotational List of Caterers shall be maintained by the Catering Coordinator at the front desk.

3. If any person desires to be on the Catering List, they shall provide a valid Food Safe Certificate and register with the Catering Coordinator. It is the responsibility of the Caterer to provide copies of updated Certificates as necessary. Caterers who do not provide valid Certification, shall be placed on suspension until a valid Certificate is submitted and recorded by the Catering Coordinator.

4. Catering opportunities shall be awarded on a rotation bases. The Catering Coordinator shalll coordinate and book caterers according to the Rotation List.

5. Price per plate rate (See Appendix A "Caterer Booking Sheet") shall be reviewed annually by the Director of Operations in consultation with the Catering Coordinator and Caterers.

6. Caterer's payment shall be based on the menu selected by the department requesting catering. Caterers shall be paid upon full completion of their Catering obligation.

7. Should a Caterer not fully meet obligations as outlined in Appendix B "Catering Agreement", they shall be held on a one-rotation suspension. Should the caterer fail to meet their obligations for a second time, they shall be placed on a three-rotation suspension. For a third time, the Caterer shall be placed on suspension indefinitely and removed from the Rotation List. Concerns regarding suspension decisions may be addressed via the WMFN Appeals Policy.

Responsibilities:
> The Catering Coordinator is responsible to:
> - Maintain an updated Caterers Rotation list.
> - Ensure valid Food Safe Certificates are on file.
> - Provide requesting department with Catering Menu (see Appendix A "Caterer Booking Sheet").
> - Coordinate, contact, and book Caterers based on rotation list.
> - Develop a purchase order for supplies. Purchase orders shall be authorized by the Director of Operations or Finance.
> - Complete cheque request form with associated attachments for submission to Finance.
> - Forward a copy of completed Caterer Evaluation to Caterer.

> Requesting Department is responsible to:
> - Provide Catering Coordinator with completed "Caterer Booking Sheet" (see Appendix A).
> - Complete a "Caterer Evaluation" (see Appendix C) and return it to Catering Coordinator.

> Caterer is responsible to:
> - Pay their own helpers from their earnings.
> - Provide the meal as per "Caterers Booking Sheet" (Appendix A) and "Catering Agreement" (Appendix B).
> - Provide own transportation to and from venue.
> - Purchase and supply all necessary items to fulfil their commitment.

Appendix A – Caterer Booking Sheet

CATERER BOOKING SHEET

Event or Meeting: _____

Date: _____ **Meal Time:** _____

Meal Requested   Breakfast   Lunch   Dinner

Amount of People: Adults _____   Kids _____

Place: _____

	PRICE per Plate	QTY	TOTAL
1 – Meat	$23.00		
2 – Meats	$25.00		
3 – Meats	$27.00		
Breakfast	$16.00		
Hamburger and Hotdog BBQ	$20.00		
Soup & Bannock	$15.00		
Soup & Sandwich	$17.00		
Fruit Platter (Large)	$50/ea		
Vegetable Platter (Large)	$50/ea		
Beverage Service	1 – 10 =15.00/11 – 20=25.00		
	21 – 30 = 35.00/31 – 40 = 45.00		
	Late Booking Fee (less than 48hr) $50.00		
			$

Your Meat Plus

0-25 guests = your meat selection plus 1 type of side, 1 type salad, one type of vegetable, homemade bannock or buns, dessert

26-40 guests = your meat selection plus 2 types of sides, 2 types of salad, 2 types of vegetables, homemade buns or bannock and dessert

41+ guests = your meat selection plus 3 types of sides, 3 types of salad, 3 types of vegetables, homemade buns or bannock and dessert, water and juice

*all meals include water, juice, all applicable condiments including but not limited to gravy, butter, condiments to suit the choice of meal (soya sauce, ketchup, HP, cranberry sauce, horseradish, etc.)

**Meals DO NOT INCLUDE coffee service or snacks

DATE BOOKED: _____

NAME OF PERSON REQUESTING: _____

DEPARTMENT: _____

FUNDS TO BE TAKEN FROM: _____

Are these funds reimbursable to WMFN: **Yes**   No

If Yes, please include billing info: _____

OFFICE USE:

CATERER			
AMT TO SPEND IN PO'S		**PO #S**	
AMT FOR LABOUR		**PLUS LATE FEE**	

<u>CATERING AGREEMENT</u>

Between

Caterer: _____

And

West Moberly First Nations

<u>CATERER'S RESPONSIBILITIES</u>
- Caterer is responsible to contact booker to confirm menu.
- Purchase all groceries required to prepare approved menu.
- Caterers will be allowed to use PO's to charge groceries and supplies to a maximum of 50% of total contract. Any charges made above this amount will be deducted from caterer's labour portion.
- Caterer will be paid 50% of total contract minus any additional charges.
- Receipts for PO's used must be submitted to reception prior to payment.
- Provide reception with a copy of valid food safe certificate.
- Prepare requested menu following food safe practices and hygiene.
- Prepare enough of each food to feed the number of people requested.
- If there is concern that there is not enough food, caterers may be asked to control portion sizes.
- For meals scheduled at Moberly Lake Community Hall or Dunne Za Lodge, caterers will have use of kitchen but will be responsible for cleanup and arranging entry with booking department.
- If BBQ is required, this will be provided. Caterers will responsible for cleaning BBQ.
- Provide serving spoons.
- On time delivery and set up of food in a presentable manner.
- Disposal or removal of any leftover food.
- Clean-up and/or removal of catering supplies.

By signing below I agree to the above terms and conditions and agree that failure to provide service will result in owing West Moberly First Nations any monies received in advance.

_____   _____
Caterer   Date

_____   _____
Catering Coordinator   Date

Appendix C – Caterer Evaluation

CATERER EVALUATION

CATERER: _____

EVENT: _____

DATE: _____

MEAL TIME: _____

#PPI: _____

Was the meal served on time?	Yes	No	
Was the meal warm/hot?	Yes	No	
Was there enough food?	Yes	No	
Was clean-up satisfactory?	Yes	No	
Were all condiments provided?	Yes	No	

Was the quality of the meal (circle one)   Poor   Satisfactory   Excellent

Additional Comments:

_____

_____

_____

_____

Evaluation Completed by: _____

Please complete this evaluation and return to Catering Coordinator.

Dated this _____ day of _____, ____

<u>APPROVED BY:</u>

_____   _____
Councillor Robyn Fuller   Councillor Patricia Brown

_____   _____
Councillor Dean Dokkie   Councillor Clarence Willson