



Penticton Indian Band

R.R. #2, Site 80, Comp.19
Penticton, BC Canada V2A 6J7
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CATERING SERVICES – POLICY & PROCEDURES

Penticton Indian Band - March 2016

THIS POLICY IS CURRENTLY UNDER REVIEW - DEC. 2023

Purpose:

The Penticton Indian Band's (PIB) Food service policy is to ensure quality and safe food preparation is provided in all aspects of Food Catering services that the Penticton Indian Band provides and/or supports within the community. This may include but not limited to Community Gatherings/Celebrations/Events, Community S&S Café, Program Meetings, Workshops, and ALL Penticton Indian Band programs providing snacks, meals and beverages. This policy is intended to ensure a fair and equitable process to all Caterers submitting quotes for varied meal requests.

Policy:

The Penticton Indian Band will ensure that affordable, high quality; safe foods are prepared by Food Safe Certified cooks.

Procedure:

1. Catering contract processes:

- A. **Rotation List for catering of 10-60 persons** (*Less than 10 persons rotation list does not need to be used*) ;
- a. All caterers wanting to have their name put on the PIB "**Rotation List**" must submit a **current resume**, including **current food safe certificate** and other relevant training, to the **Snxastwilxtn Centre Food Service Worker (SC FSW)**. This list will then be used by the SC FSW when requests for caterers come in from Departments/organizations.
 - b. All PIB Departments, programs must contact the SC FSW when needing a cook/caterer – at that time you will need to provide the following information;
 - 1) Date of event –
 - 2) # of people,
 - 3) Location of event
 - 4) Event contact leadThe SC-FSW will provide you with contact info of next caterer on the rotation list and their contact number . **You are responsible to contact the caterer and work out the details.**
 - c. It is imperative that all Departments and programs follow this process to ensure fair opportunity of work, **DO NOT CONTACT COOK UNTIL FIRST CONFIRMING WITH SC-FSW!**
 - d. The Rotation list will consist of caterers interested in the following ;
 - Small group (meeting lunches, workshops etc) 10-20 persons
 - Medium group catering 21-40 persons
 - Large group catering 41-60 persons

The list will rotate based on availability of caterers at the time of request.

Procedure:

B. Food Preparation: All food preparation is expected to be done at site of the venue.

Some exception can be made in regard to the cooking of foods if due to limited oven/stove space.

Specific to Band Hall – large events

- Food must be **prepared at hall** (prepped) put in containers to cook it in (roasters etc.). Once cooked then returned to the hall so food can be prepared to serve.

OSCS Kitchen – caterers **MUST** attend an orientation session on operations of equipment, prior to cooking there and this ***must be noted on their resume for rotation list and quote submissions for large events.***

Snxastwilxtn Centre Kitchen – caterers **MUST** attend an orientation session on operations of equipment, prior to cooking there and this ***must be noted on their resume for rotation list and quote submissions for events being held there.***

Procedure:

2. Submissions and Quotes :

- A. **Large Catering Events:** This section relates to catering for large numbers, full day events, multi day events; the FSW has a template for posting the “Call for Caterers” so forward your info with details to the FSW .
- Large group catering 61-100 persons
 - Plus size group catering 100+ and;
 - Multi day events
- B. All catering quotes must be forwarded to the **Snxastwilxtn Centre Food Service Worker**, either by hard copy drop off , fax or email (fax: 250-490-4063 Email: sakruger@pib.ca)
- a) Review of all catering quotes and decisions will be determined by the Event catering selection committee – with the Snxastwilxtn Centre Food Service Worker, Event coordinator * For Elders events an elder will sit on the selection committee, or staff not in conflict of interest with applicants .
- C. Community Caters must submit the following details in all catering quotes;
- menu details
 - budget, (Request for Quote should include menu and any supplies that contractor will provide)
 - Location of food preparation; plans for surplus cook foods * give out at event, package and freeze for community freezers or programs.

If an event is continuous for more than 2 days – the Penticton Indian Band may request that Caters submit in their quote – Food costs and labor costs separately, or head count at event is done by contractor and caterer.

3. Roles and Responsibilities of the Band Administration, Organizers/Programs, and Caterers:

- A. **PIB Rotation List:** rotation and addition of new caterers will be responsibility of the Snxastwilxtn Centre Food Service Worker (FSW)
- B. **Hiring of Caterer:** Event Organizer (FSW will assist with large events only)
- C. **Payment of catering contract:** Event Organization or PIB program that requested the catering.
- D. **Booking and fees for use of community facilities:** Organization or PIB program that requested the catering



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- E. **Venue sites must** provide approved cleaning supplies, equipment to ensure site can be cleaned at event end. This would include but not limited to; Mop, broom, buckets, garbage cans and bags, bleach, towels, disposal towels.
- F. **Caterer is responsible to provide all necessary Food Safe gear;** gloves, hairnets.
- G. **Clean up of venue kitchen/food area, garbage, unused food:** Organization or PIB program that requested the catering and the caterer. *The event organizer is responsible for communication with the venue site regarding access, clean up and any issues that arise.*
- H. **In the event a venue kitchen area is unclean or unsanitary prior to use by the caterer –** the caterer should contact the contractor immediately, inform the venue contact and record any cleaning time /supplies needed to get the venue clean for cooking. *
- I. **Caterers and organizers will be given a “Catering Evaluation form” please** seeing this form for more details.
- J. **In Event of Food borne illness is confirmed (IHA/PH/EHO) and linked to a specific event – that caterer will be removed from the list of Caterers for 6mths before being able to have their name supplied to contractors again.**

Any issues regarding the venue following an event (damage, clean up, health issues (food illness) – the venue site MUST contact the Organization or PIB program that booked the event NOT PIB Administration.

4. PIB employees providing catering: In event that a PIB employee wishes to put in a catering quote for a Call out, they must be on a leave of absence from their regular work schedule, and the following must be in place;

- A. **A Request for Leave (RFL)** form must be filled out covering that date of the catering.
- B. **That RFL form must be signed and approved –** Prior to the catering submissions.

This section does not apply to Program/Department events where employee's cook pot luck for thier program, food is provided and they do not receive work hours for that cooking time.

5. Payments from PIB Programs/Departments to community/employee caterers;

- A. **The Caterer submitting the quote is** the person who's name will appear on all cheques/payments related to that event – **NO EXCEPTIONS**
- B. **PIB issues payments in the following way;** 50% payment up front and balance upon completion of contract.
- C. **Caterers communicate directly with organizer for payments –** Not the FSW
- D. It is the responsibility of any Social Assistant recipients to notify the PIB Social Development Department of any work related to PIB catering.

6. PIB Administration will only provide plates, cups, utensils, napkins for funerals OR community emergencies.

7. This policy / procedure will be reviewed and revised if necessary on an annual basis.