

Application Date: <input style="width: 100%;" type="text"/>	Kamehameha Schools Food Services Request	FSR #: <input style="width: 100%;" type="text"/>
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This form should be used by (1) Kamehameha Schools personnel or groups desiring to use Food Services for school-related activities which are not part of the routine school day and/or scheduled outside regular school hours; (2) Kamehameha-related or outside groups desiring to use Food Services on or off campus.

Group or Department: <input style="width: 95%;" type="text"/>	<input type="checkbox"/> Non-KS Group			
Purpose of Function: <input style="width: 100%;" type="text"/>				
Date: <input style="width: 15%;" type="text"/>	Day: <input style="width: 15%;" type="text"/>	Time: <input style="width: 15%;" type="text"/>	<input type="checkbox"/> am	<input type="checkbox"/> pm
Number of Students: <input style="width: 15%;" type="text"/>	Staff: <input style="width: 15%;" type="text"/>	Guests: <input style="width: 15%;" type="text"/>	Total: <input style="width: 15%;" type="text"/>	

CHARGES: Department: <input style="width: 95%;" type="text"/>	Dept ID: <input style="width: 95%;" type="text"/>	Account #: <input style="width: 95%;" type="text"/>
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REQUESTED BY: <input style="width: 95%;" type="text"/>	TELEPHONE: <input style="width: 95%;" type="text"/>
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APPROVALS:

Department Head or Principal: <input style="width: 95%;" type="text"/>	Date: <input style="width: 95%;" type="text"/>
Assistant Manager, Food Service: <input style="width: 95%;" type="text"/>	Date: <input style="width: 95%;" type="text"/>
Director, Operations Division: <input style="width: 95%;" type="text"/>	Date: <input style="width: 95%;" type="text"/>

SERVICES REQUIRED	SPECIAL INSTRUCTIONS
Food Products: <input style="width: 95%;" type="text"/>	<input style="width: 100%;" type="text"/>
Non-Food Products: <input style="width: 95%;" type="text"/>	<input style="width: 100%;" type="text"/>
Equipment: <input style="width: 95%;" type="text"/>	<input style="width: 100%;" type="text"/>
Estimated Costs (if applicable): <input style="width: 95%;" type="text"/>	<input style="width: 100%;" type="text"/>
Delivery/Pick-Up (Check One): <input style="width: 95%;" type="text"/>	<input style="width: 100%;" type="text"/>
Time: <input style="width: 15%;" type="text"/> <input type="checkbox"/> a m <input type="checkbox"/> p m Location: <input style="width: 15%;" type="text"/>	<input style="width: 100%;" type="text"/>

Instructions:

- All equipment must be rinsed and returned within 48 hours.
- Person in charge should check with Food Services office to finalize details (x20062).
- User agrees to read and comply with KS' *Guidelines for Sanitary Handling of Food by All Groups Using KS Facilities*.
- In order to give you the best possible service, this request must be received by the Food Services Department at least 14 days prior to the event and approved by the Director.**

* Not all Labor cost is included with prices. Please refer to "Food Service Menu Guide" for more detailed information.

Food Service Costing Spreadsheet

Item	Unit Size	Cost per Unit	Item	Unit Size	UNIT
Breakfast <input type="checkbox"/>		\$5.00	Ala Carte Menu		
Lunch <input type="checkbox"/>		\$6.00	Shoyu/Teriyaki Chicken <input type="checkbox"/>	2 pcs	\$1.65
Dinner <input type="checkbox"/>		\$8.75	BBQ Chicken <input type="checkbox"/>	2 pcs	\$1.65
Continental Breakfast <input type="checkbox"/>	per/person	\$4.25	Steak <input type="checkbox"/>	lb	market price
Sack Lunch <input type="checkbox"/>	per/person	\$4.75	Watercress Stew <input type="checkbox"/>	6oz.	\$2.70
Bulk Sandwich Bar <input type="checkbox"/>	per/person	\$4.75	Spaghetti/ Alfredo Sauce <input type="checkbox"/>	6oz.	\$0.90
Beverages <input type="checkbox"/>			Chili <input type="checkbox"/>	6oz.	\$0.90
Coffee/ Tea/ Cocoa Service	per/person	\$1.25	Beef Stew <input type="checkbox"/>	6oz.	\$0.90
(condiments/ papergoods inclusive) <input type="checkbox"/>			Chicken Long Rice <input type="checkbox"/>	6oz.	\$0.90
Syrup Juice Service (cups inclusiv <input type="checkbox"/>	per/person	\$0.50	Kalua Pork <input type="checkbox"/>	6oz.	\$2.06
Chilled Milk <input type="checkbox"/>	8oz.	\$0.50	Starch & Hot Vegetables		
Bottled Water <input type="checkbox"/>	16oz.	\$0.50	Steamed White Rice <input type="checkbox"/>	6oz.	\$0.31
Chilled Fresh Fruits			Steamed Brown Rice <input type="checkbox"/>	6oz.	\$0.31
Apple <input type="checkbox"/>	Whole	\$0.50	Steamed Split Grain Rice <input type="checkbox"/>	6oz.	\$0.31
Orange <input type="checkbox"/>	Whole	\$0.50	Noodles Only <input type="checkbox"/>	6oz.	\$0.50
Banana <input type="checkbox"/>	Whole	\$0.50	Assorted Steam Vegetables <input type="checkbox"/>	4oz.	market price
Cut Papaya <input type="checkbox"/>	1/3 slice	\$0.50	Steamed Sweet Potato <input type="checkbox"/>	4oz.	\$0.75
Grapes(seasonal) <input type="checkbox"/>	3oz.	\$0.85	Steamed Kalo <input type="checkbox"/>	lb	market price
Cut Pineapple <input type="checkbox"/>	cubed 3oz.	\$0.85	Poi <input type="checkbox"/>	lb	market price
Cut Honey Dew Melon <input type="checkbox"/>	cubed 3oz.	\$0.85	Salads		
Cut Cantaloupe <input type="checkbox"/>	cubed 3oz.	\$0.85	Quartered tuna/ egg sandwich <input type="checkbox"/>	ea	\$2.50
Cut Watermelon (seasonal) <input type="checkbox"/>	cubed 3oz.	\$0.85	Island Toss Greens <input type="checkbox"/>	3oz.	\$1.00
Strawberries (seasonal) <input type="checkbox"/>	#	market price	Lomi Salmon <input type="checkbox"/>	lb	market price
Item	Unit Size	Cost per Unit	Potato / Macaroni <input type="checkbox"/>	3oz.	\$0.90
Assorted Vending Chips <input type="checkbox"/>	ea	\$0.30	Caesar <input type="checkbox"/>	3oz.	\$1.05
Tortilla Chips <input type="checkbox"/>	ea	\$0.60	Pasta <input type="checkbox"/>	3oz.	\$1.00
Braddah Pops <input type="checkbox"/>	ea	\$1.00	Fresh Vegetable Crudite's <input type="checkbox"/>	3oz.	\$1.00
Canned Soda <input type="checkbox"/>	ea	\$0.50	Item	Unit Size	Cost per Unit
Assorted Gatorade <input type="checkbox"/>	ea	\$1.04	Assorted Dressings/ Dips <input type="checkbox"/>	30 oz	\$3.50
Bottled Water <input type="checkbox"/>	ea	\$0.50			

Food Service Costing Spreadsheet

Concession Items			Paper goods		
Beef franks 8/# <input type="checkbox"/>	ea	\$0.41	4oz Foam Bowl w/ Lid <input type="checkbox"/>	ea	\$0.04/ \$0.02
Hot dog buns 8" <input type="checkbox"/>	ea	\$0.85	8oz. Foam Bowl w/ Lid <input type="checkbox"/>	ea	\$0.08/ \$0.03
Manapua <input type="checkbox"/>	ea	\$1.15	12oz. Foam Bowl w/ Lid <input type="checkbox"/>	ea	\$0.09/ \$0.04
Chili con carne <input type="checkbox"/>	can	\$12.35	2oz. Portion cup w/ Lid <input type="checkbox"/>	ea	\$0.03/ \$0.02
Saimin <input type="checkbox"/>	ea	\$0.95	4oz. Portion cup w/ Lid <input type="checkbox"/>	ea	\$0.04/ \$0.02
Cheese Sauce <input type="checkbox"/>	can	\$11.30	Item	Unit Size	Cost per Unit
Churros <input type="checkbox"/>		market price	Dispenser napkins <input type="checkbox"/>	package	\$6.25
Grilled Steak <input type="checkbox"/>	lb	market price	Sternos <input type="checkbox"/>	ea	\$1.00
Homestyle Chicken <input type="checkbox"/>	lb	market price	Full size foil pan/ lid <input type="checkbox"/>	ea	\$1.40 / \$0.65
Poke Bowl <input type="checkbox"/>	lb	market price	Half size foil pan/ lid <input type="checkbox"/>	ea	\$0.60 / \$0.20
Assorted Candies <input type="checkbox"/>	ea	\$0.65	Labor		
Linen			Cook 1 <input type="checkbox"/>	hourly	\$32.00
85 X 85 Tablecloth <input type="checkbox"/>	ea	\$3.50	Cook 2 <input type="checkbox"/>	hourly	\$28.00
52 X 114 Tablecloth <input type="checkbox"/>	ea	\$3.50	Baker <input type="checkbox"/>	hourly	\$28.00
Navy Blue Napkins <input type="checkbox"/>	ea	\$0.50	Pantry <input type="checkbox"/>	hourly	\$25.00
Colored Napkins <input type="checkbox"/>	ea	\$0.50	Kitchen Utility Worker <input type="checkbox"/>	hourly	\$22.00
White Table Skirt Rental <input type="checkbox"/>	ea	\$15.00	On Call Utility Worker <input type="checkbox"/>	hourly	\$20.00
Paper goods			Kitchen Facility Usage (Gas)		
Disposable Aprons <input type="checkbox"/>	ea	\$0.20	1hr - 4 hrs <input type="checkbox"/>	rate	\$135.00
Disposable Gloves <input type="checkbox"/>	pair	\$0.20	4hrs - 8 hrs <input type="checkbox"/>	rate	\$270.00
6 inch paper plates <input type="checkbox"/>	ea	\$0.07	Breads & Desserts		
10 inch paper plates <input type="checkbox"/>	ea	\$0.25	Dinner Rolls (minimum one sheet) <input type="checkbox"/>		
5 compartment plates <input type="checkbox"/>	ea	\$0.22	French Bread w/ G. Butter <input type="checkbox"/>		
9 paper plates <input type="checkbox"/>	ea	\$0.15	Yellow or Chocolate Cake w/ chocolate or butter frosting(1/2 sheet minimum) <input type="checkbox"/>		
Foam take-out boxes <input type="checkbox"/>	ea	\$0.18	Asst. Cookies (chocolate chip/ peanut butter/oatmeal raisin/ cornflake) min. 4dz <input type="checkbox"/>		
Heavy Duty Fork <input type="checkbox"/>	ea	\$0.05	Pasteries(apple/strawberry): turnovers, danishes (4 dozen minimum) <input type="checkbox"/>		
Heavy Duty Spoon <input type="checkbox"/>	ea	\$0.05	Scones (blueberry/ chocolate chip/ plain) 4 dozen minimum <input type="checkbox"/>		
Heavy Duty Knife <input type="checkbox"/>	ea	\$0.05	Butterscotch / Fudge Brownies(1/2 sht minimum) <input type="checkbox"/>		
8oz. Hot/ Cold Cups <input type="checkbox"/>	ea	\$0.07	Haupia (1 sht. Minimum) <input type="checkbox"/>	Buttermilk Biscuits (1/2 sheet min.) <input type="checkbox"/>	
10oz. Foam Cup <input type="checkbox"/>	ea	\$0.06	Banana bread (1/2 sheet minimum) <input type="checkbox"/>		