Saint Paul Public Schools
Kitchen and Cafeteria Rental

Due to safety and regulations, a Nutrition Services Certified Food Manager must be present during preparation, serving and clean up for any catering or meal service in the kitchens and cafeterias of Saint Paul Public Schools. Please discuss Nutrition Services staff needs with the Cafeteria Supervisor.

☐ NS Staff to help with preparing, serving and clean up.
Minimum two hours* Services provided: Food preparation, serving, clean up, use of equipment, utensils, pans, towels, aprons, gloves and hairnets.

NS Certified Food Manager $50.00/hour
NS Assistant (as needed) $30.00/hour

☐ Event Volunteers are preparing, serving and clean up.
Minimum two hours* Services provided: Orientate volunteers to kitchen, train on use of equipment, assist with preparation, serving and clean up. Utensils, pans, towels, aprons, gloves and hairnets provided.

NS Certified Food Manager $50.00/hour

Event and Billing Information

Contact Name: ____________________________________________________________
Department:_____________________________________________________________
Phone:___________________ Email:_________________________________________

Payment: [ ] Cash [ ] Check [ ] Billing Code

Billing Code: _______ -- _______ -- _______ -- _______ -- _______ -- _______

Event Location (Building Name): _____________________________________________
Event Date:________________   NS Labor Scheduled Times: ____________________

<table>
<thead>
<tr>
<th>NS Staff</th>
<th>Rate</th>
<th>Total # of Hours Worked</th>
<th>Billing Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS Certified Food Manager</td>
<td>$50.00/hr</td>
<td>x</td>
<td>= $</td>
</tr>
<tr>
<td>NS Assistant</td>
<td>$30.00/hr</td>
<td>x</td>
<td>= $</td>
</tr>
</tbody>
</table>

Total Labor Cost to Bill: $