



"Creating an excellent
college experience"

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Section:
University Catering

Subject:

**Bakery Ordering Procedures and
Guidelines**

Bakery Ordering Procedures and Guidelines:

The purpose of this procedure is to ensure that Triple Beam Bakery staff has ample time to prepare for various products being placed on their commissary order form and to assure the kitchen staff has their bakery items prepared in time for scheduled events. All bakery orders for the following day need to be in prior to noon, the bakery cutoff time, to assure that bakery staff has full knowledge of ordered products. Any order placed after noon for next day orders will need to be cleared by Triple Beam Bakery staff (TBD) and cleared to be put on next day's bakery order. If bakery staff agrees to last minute change it can be added to next day's Bakery Commissary order by 1st-Jenalee Esplin (Dining Services Office) or 2nd- Annie Christensen (Dining Services Office).

The following is an outline of ordering per item to accommodate a given party as well as ordering delivery times.

Ordering Quantity Guidelines:

1. For breakfast orders, the following should be ordered:
 - a. Hazel's Bread- cut into 10 pieces
 - b. Quick Bread Loafs- cut into 16 pieces
 - c. The Traditional- 1 slice of bread per person
 - d. Classic Continental- Order 1.5 out of the bread product choices per person

2. For Take a Break orders, the following will apply:
 - a. Hazel's Haven- Round to the nearest full loaf to accommodate party
 - i. Ex: for 18 people order 2 loaves
 - b. Muffin Madness- 1 per person
 - c. Bagel Bonanza- 1 per person
 - d. Pastry Passion- 1.5 per person
 - e. Cookie Collection- 2 per person
 - f. Brownie Break- 1 per person
 - g. Snack Time- Dollar Sandwiches- 1.5 per person

3. Buffet options, order the following:
 - a. Dinner Rolls- 1.25 per person
 - b. Breadsticks- 1.5 per person

4. Entrée options, order the following:
 - a. Dinner Rolls- 1.25 per person
 - b. Breadsticks- 1.5 per person

5. For Receptions, order as follows:
 - a. Focaccia Finger Sandwiches- 1 per person
 - b. Mini Croissants- 1 per person

- c. Dollar Sandwiches- 1 per person
 - d. Cake Balls, Tarts (2 inch), Éclairs (small) – 1.5 per person
6. For Sandwich Buffets order the following:
- a. Half rosettes, half hoagies to accommodate the number attending
 - i. 1 per person plus an extra 6-12 buns to accommodate mishap and count variance. Depending on the guest count (0 – 50 for 6 extra vs. 50 up for 12 extra)
7. For Cake orders, the following applies:
- a. Put on the day before bakery order
 - b. 12 slices per cake. Round up to the next full cake when ordering
 - c. For Monday events ordering cakes- need delivered by 8:30am on Monday's bakery order
8. For Pie orders, the following applies:
- a. Put on the day before bakery order
 - b. 8 slices per pie. Round up to a full pie for ordering
 - c. For Monday events ordering pies- need delivered by 8:30am on Monday's bakery order

Delivery Time Procedure:

This process is for internal Catering office use only and does not affect current bakery processes or procedures currently in place.

- 1. Early Delivery- Orders placed for events prior to 7:30am, or if decided by staff in ticket review that an order needs to arrive during this delivery time
- 2. First Delivery- Orders placed for events prior to 8:00am