



Date Issued: April 2012	Policy Number: 502
Revised: May 2017	
Section: Catering	
Subject: Taste Test Policy and Procedures	

Policy for Taste Tests:

If a taste test is requested by the customer, it is the responsibility of the Catering Coordinator to assure that the process is carried out. This service is provided to the customer to assure that the option is the best fit for the customer and can be accommodated by the catering staff and prepared by the kitchen staff members.

Procedures:

1. Customer contacts Catering Coordinator to discuss menu options for event and to schedule taste test that fits both the customer and Chef's Schedule.
2. Customer will choose **four** options to taste. The choosing of menu items for the taste test will be reviewed by the chef. Some menu items are not available for taste test. The chef will determine the availability of such items.
3. Customer will submit options to Catering Coordinator which will be submitted to the Chef for further preparation on their behalf.
4. The following charges will be applied to taste test:
 - a. Customer will be charged \$5.00/person.
 - b. Taste tests will be performed for groups of four or less
5. The customer will be informed of this fee by the Catering Coordinator.
6. Customer will meet at the Catering Office at the scheduled time to take part in their taste test.
7. The Chef assigned to the taste test will be present during the taste test to answer questions.
8. The customer will sample the provided food and make final selections which will then be noted by the Catering Coordinator.