# REQUEST FOR KITCHEN USE & FOOD SERVICE WORKER

1. **Group/Department Name:** ________________________________

2. **Name of Event:** ________________________________

3. **Date of Event:** ________________________________

4. **Which school kitchen will be used?** ________________________________

5. **Time Kitchen & Food Service Worker are needed:**
   
   From ________________________________ to ________________________________ *Please specify am or pm.*

6. **Number of Food Service Workers needed:** ________________________________

7. **What will be prepared/served?** ________________________________

8. **What equipment is needed?** ________________________________

9. **Name of Event Coordinator:** ________________________________

10. **Phone number:** ________________________________

11. **Date Request Submitted:** ________________________________

* Please send form to “Joseph Immordino, Food Service Director” at Jackson Liberty High School. Requests should be received minimum 1 week prior to event. Kitchen Use must also be indicated on the Facilities Use form. Any questions? Call us at 732-415-7014!

**Date Request Received:** ________________________________

**Food Service Department Signature & Comments:** ________________________________

**Signature & Comments:**

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A Food Service Worker is required for the use of kitchen facilities in Jackson Public Schools. The cost for the worker, food, and supplies are the responsibility of the group/department holding the event. Students/children are not permitted in the kitchen. Thank you for your cooperation!