



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. Special Request (Dietary, Specific Food Product, Staff): _____
10. Name of Event Coordinator: _____
11. Phone number: _____
12. Date Request Submitted: _____

** Please send form to "Joe 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. Call us at 732-833-4700 ext. 7408 with any questions or concerns.*

Date Request Received: _____

Food Service Department Signature & Comments: _____

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!