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!