



Task Title: Catering Order Form

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Complete a catering order form based on unit costs and client menu requests.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage money/C1.2

Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function

Task Title: CateringOrderForm_EA_B3.2a_C1.2

Learner Information

Some cooks own or work at catering businesses. They need to prepare food based on the number of clients at an event and the menu choices that have been selected.

Scan “Small Town Catering Order Form” and “Small Town Catering Lunch and Dinner Options 2025”.

Small Town Catering Order Form

Customer Information			
Name:			
Address:			
City:			
Postal Code:			
Phone:			
Email:			
Event Date:			
Number of Guests:			
Order Details			
Item	Quantity	Unit Price	Total
			Subtotal
			Tax (13%)
			Total Due

Small Town Catering Lunch and Dinner Options 2025

Menu Items	Cost per Unit (1 serving)	Notes
Chicken Salad Sandwich	\$5.00	
Roast Beef Sandwich	\$5.00	
Egg Salad Sandwich	\$4.50	Available for lunch orders only
Chicken Vegetable Wrap	\$5.75	
Vegetable Wrap	\$5.75	
Gluten Free Vegetable Wrap	\$6.50	
Roast Chicken, Vegetables, Mashed Potatoes	\$11.00	Available for dinner orders only
Macaroni and Cheese	\$9.00	Available for dinner orders only
Macaroni and Cheese (Gluten Free)	\$10.00	Available for dinner orders only
Grilled Skewers (Chicken, Vegetables) with Rice	\$11.00	Available for dinner orders only
Cheese and cracker plate	\$3.00	
Cheese and cracker plate (Gluten Free)	\$5.00	
Green Salad with Salad Dressing Options	\$4.00	
Green Salad with Gluten Free Salad Dressing	\$5.00	
Vegetable Plate	\$4.00	
Dessert Squares	\$3.00	
Gluten Free Dessert Squares	\$3.50	

Work Sheet

Task 1: Complete the Catering Order Form with the following information:

- **Event will be held on June 1, 2025. This is a lunch event for 28 guests.**
- **Customer Information: Enter the name of your instructor and the contact details of the Learning Centre.**
- **Food to be ordered:**
 - **5 each: chicken salad sandwich, roast beef sandwich, egg salad sandwich**
 - **11 Vegetable wraps**
 - **2 gluten free vegetable wraps**
 - **One cheese and cracker plate for each person (2 gluten free)**
 - **One green salad for each person (2 with gluten free dressing)**
 - **Dessert squares for each person (2 gluten free)**

Answer: No written response required here.

Task completed: Yes:

Task 2: Calculate the total cost for this order and enter it into the order form.

Answer: No written response required here.

Task completed: Yes:

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.2a	uses layout to determine where to make entries			
	begins to make some inferences to decide what information is needed, where and how to enter the information			
	makes entries using a limited range of vocabulary			
	follows instructions on documents			
C1.2	calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers			
	calculates percentages			
	interprets and applies rates (e.g. \$/kg, \$/1)			
	chooses and performs required operation(s); may make inferences to identify required operation(s)			

Task Title: CateringOrderForm_EA_B3.2a_C1.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
C1.2	selects appropriate steps to reach solutions			
	represents costs and rates using monetary symbols, decimals and percentages			
	interprets, represents and converts amounts using whole numbers, decimals, percentages, ratios and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$)			
	uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			

This task: Was successfully completed Needs to be tried again

Task Title: CateringOrderForm_EA_B3.2a_C1.2

Learner Comments:

Instructor (print):

Learner (print):
