

Task Title: Catering Order Form

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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

# 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** | |
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|  | | | **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:

# Answers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Customer Information**  Name: [Instructor Name]  Address: [Learning Centre Address]  City:  Postal Code:  Phone:  Email: | | | | |
| **Event Date:** | June 1 2025 (Lunch) | | | |
| **Number of Guests**: | 28 guests | | | |
| **Order Details** | | | | |
| **Item** | **Quantity** | **Unit Price** | **Total** | |
| Chicken Salad Sandwich | 5 | $5.00 | $25.00 | |
| Roast Beef Sandwich | 5 | $5.00 | $25.00 | |
| Egg Salad Sandwich | 5 | $4.50 | $22.50 | |
| Vegetable Wrap | 11 | $5.75 | $63.25 | |
| Gluten Free Vegetable Wrap | 2 | $6.50 | $13.00 | |
| Cheese and Crackers | 26 | $3.00 | $78.00 | |
| Cheese and Crackers (Gluten Free) | 2 | $5.00 | $10.00 | |
| Green Salad | 26 | $4.00 | $104.00 | |
| Green Salad with Gluten Free dressing | 2 | $5.00 | $10.00 | |
| Dessert Squares | 26 | $3.00 | $78.00 | |
| Dessert Squares (Gluten Free) | 2 | $3.50 | $7.00 | |
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|  |  |  |  | |
|  | | | **Subtotal** | $435.75 |
| **Tax (13%)** | $56.65 |
| **Total Due** | $492.40 |

# 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) |  |  |  |
| 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. ½, ¼) |  |  |  |
|  | 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

Learner Comments:

Instructor (print): Learner (print):

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