

## Level 2 Café Food Ordering Process

### Instructions for Ordering Food

1. All food from the Café will be by pre-order only. Requests for food must be made by 12pm **on the day before** to allow for order to be processed. You can order for a whole week or individual day(s). If ordering for a complete week, please submit your order by Friday 12pm.
2. No food will be available without being pre-ordered. No counter service will operate.
3. Please complete the form, indicating your choice of pie / filled roll / salad where appropriate in the box next to the day you are ordering for. Blank forms are available from the Café. Please ensure you fill in the week commencing date.
4. Email the form to [cafe@hamiltonjet.nz](mailto:cafe@hamiltonjet.nz) or print the form and put it in the tray in the Café.
5. Your completed order for each day will be available for collection during the morning smoko. Please observe the timings as follows and ensure you pick up your order:

09:00 – Maintenance, Tool Room

09:10 – QA & Stores

09:20 – SJ Flow Line

09:30 – Control Cell

09:40 – Machine Shop

09:50 – Fabrication

10:00 – LJ Machine & Assembly

10:10 – Impeller Cell

10:20 – Office / Non-Factory Staff

Afternoon / Nightshift meals will be placed in the chiller cabinet.

6. Payments will be contactless (no cash) and will be made each Thursday for the previous week's orders. Café Staff will keep a log of meals delivered and costs.
7. Strick hygiene measures have been introduced in the Café for the preparation of food items.



# Level 2 Café Food Request Form

Name:

Dept:

Week Commencing: Monday / /2020

Options:	Snack box 1 - Muffin or pie \$3.00		Snack box 2 - Pie or cookie & filled roll \$7.00		Snack box 3 - 2 fruit ,yogurt, filled roll \$7.00		Snack box 4 - Cookie or muffin, pie, filled roll \$ 10.00		Chef's salad Seasonal salad \$6.00		Total \$
Monday	Muffin		Cookie		Roll Type		Cookie <b>OR</b> Muffin		Salad (Type)		
	<b>OR</b> Pie (type)		<b>OR</b> Pie (Type)			Pie (Type)					
			Roll (Type)			Roll (Type)					
Monday	Muffin		Cookie		Roll Type		Cookie <b>OR</b> Muffin		Salad (Type)		
	<b>OR</b> Pie (type)		<b>OR</b> Pie (Type)			Pie (Type)					
			Roll (Type)			Roll (Type)					
Monday	Muffin		Cookie		Roll Type		Cookie <b>OR</b> Muffin		Salad (Type)		
	<b>OR</b> Pie (type)		<b>OR</b> Pie (Type)			Pie (Type)					
			Roll (Type)			Roll (Type)					
Monday	Muffin		Cookie		Roll Type		Cookie <b>OR</b> Muffin		Salad (Type)		
	<b>OR</b> Pie (type)		<b>OR</b> Pie (Type)			Pie (Type)					
			Roll (Type)			Roll (Type)					
Monday	Muffin		Cookie		Roll Type		Cookie <b>OR</b> Muffin		Salad (Type)		
	<b>OR</b> Pie (type)		<b>OR</b> Pie (Type)			Pie (Type)					
			Roll (Type)			Roll (Type)					



## Level 2 Café Food Request Form

Pie choices: mince, mince & cheese, steak, steak & cheese, chicken

Filled rolls: Ham, Beef, Chicken

Salad: Ham, Beef, Chicken, Salami