

LUNCH ORDERING PROCESS

Online Ordering

To better serve you, parents can now order by the week; however, you are able to order multiple weeks in advance for your convenience. Go to www.culinary-consultants.com to order your student's lunches.

To order, type in student's first and last name as it appears from registration. Enter appropriate grade and click on GO TO ORDER. Click on the drop-down tabs to select any lunch for each desired day. For a more detailed menu description, click on "?" next to selection. Select your preferred drink to accompany each lunch selection. **If no drink is selected, bottled water will be automatically selected for you by default.** If you would like to receive an extra drink, click the "single" option to view the "extra" drink option. If you have any trouble while ordering, please go to tech support and request assistance. Chef Paul does not have access to fix technical, credit card, or admin solutions. If time is of essence, please TEXT Chef Paul your order and he will reply if order can be filled.

When finished with your order(s), click the Blue Button/Pay With Card to enter your credit card information. An email address will be requested for you to receive your confirmation. A payment and order confirmation will be sent to the corresponding email address. Once the payment has been received, all orders will be saved and locked in. Orders not secured with payment will be automatically deleted. **IF YOU DON'T RECEIVE A CONFIRMATION, YOUR ORDER WAS NOT RECEIVED.** No confirmation reasons could be card declined, incorrect email address, wrong numbers, expired card, ect. A minimal processing charge will be added on your checkout for tech support, data processing and security.

Charged Lunches

If you want to join your student for lunch or simply forget to order a lunch, you can CHARGE a lunch. All charged lunch prices are \$6.00 and will need to be paid in office by cash or check. You or your student can simply enter the lunch line at the end of their class. We will offer a **limited** option for that day. We will document the charged lunch (es). A quarterly invoice will be sent out for all outstanding charges to the parent or guardian.

Wednesday Reminders and FRIDAY Deadline

A weekly reminder of the upcoming weeks' lunches will be emailed to all parents every Wednesday afternoon. You will have until 2:00pm FRIDAY to select and pay for any lunches ordered for the following week. Please check your specific student's school calendars for events and closings because once a lunch is ordered, lunches cannot be changed or credited. If you would like to stop receiving the weekly reminders and menus, you can always "unsubscribe". Unsubscribing will stop all correspondence which will include, the **Dinner To Go/Grab and Go Menus** since they come from the same distribution company.

NOTE: To avoid having lunch emails blocked as Spam, SAVE Culinary Consultants email address as Schools@culinary-consultants.com in your CONTACTS

LUNCH DAY PROCESS

Once Culinary Consultants receive all the lunch orders by the proper due date; all the data will be compiled into one form by grade, class, and student. The teacher will bring the students in the cafeteria alphabetically. All students needing to "charge" a lunch need to line up at the end of his/her class to expedite the lunch process. Once in line, students needing a lunch will receive a lunch tray, the appropriate meal, drink, and necessary supplies.

Students NOT RECEIVING a lunch from the kitchen will be responsible for their own supplies such as flatware, napkins, dressings, condiments, and cups. To keep expenses to a minimum, these items WILL NOT be available to students and staff not ordering a lunch.

Once a student has finished lunch, they will take their tray with bowls, plates, paper products, and drink containers to the designated Dish Window Area and return to class.