



# Milton Academy Catering Guide

2009 – 2010



## INTRODUCTION

Catering on the Milton Academy campus is important. Whether it is an event for alumni, parents, friends, faculty/staff, or students, organizers expect each event will be handled with expertise.

Successful catering at Milton involves a partnership between the caterer and sponsor. For the caterer, a successful event takes planning, proper allocation of staff, the ordering of top-quality ingredients, excellent cooking, speedy delivery, a thoughtful presentation, and a commitment to listen to the feedback – the good and the bad – that emanates out of any event. For the sponsor, a successful event requires forethought to avoid last minute ordering, a careful review of the choices available (with a wide variety of culinary and price point choices) prior to ordering, careful use of proper forms that ensure nothing is lost or miss-communicated, and thoughtful feedback at the time of the event. This guide offers the sponsor the tools necessary for a successful event.

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## CATERING HOW-TO'S

### A. Time frame

All catering orders require a minimum of **five business days** notice. This allows Flik to purchase and prepare the food, and staff your event appropriately and cost effectively.

### B. Reserving a Location

- Secure the location that you would like to use by booking your space on-line at [www.milton.edu](http://www.milton.edu). On the calendar, click on the date of your event and then select "Event Requisition Form". Questions should be directed to Fran McInnis at extension 2211.
- When booking a location it is important to consider the amount of time needed for setup and breakdown of your function.

### C. Using the required Milton online order form

- You must use the on-line form!  
Once you have secured a location, go to [www.DiningatMilton.com](http://www.DiningatMilton.com) or go to the main Milton Academy web page and click on the "students" link, followed by the "Dining at Milton" link. In the Catering section you will find another link to the Catering Order Form.

**Every catering order must be placed through this online form. We do not permit phone, interoffice, voice-mail, or in-person ordering, as those methods increase the likelihood of missing crucial information.** The catering form is the sponsor's responsibility.

- Before you begin, you will need the following information to use the system:
  1. An IA or account number (please note that no catering form will be processed without either an account number or IA number)
  2. The number of guests dining
  3. You must have reserved a location prior to ordering
  4. The date, start and end times of your event

- Timing of your event

- Please use accurate times when booking your event. “Start time of your event” indicated by you, will be the time your set-up (including food) is completed. When choosing this time, select the time you actually need food ready. Buffer time is ok, but if you select too much buffer time, food quality may suffer. In the event that your group is running significantly late, it is your responsibility to contact Flik to make appropriate adjustments.

Contact information as follows:

Michael Santoemmo

Catering Director

Phone: 617-898-2327

Cell: 401-826-7366

Emergency Contact

Forbes Kitchen: 617-898-2351

John Soldano: 617-898-2350

Director of Dining Services

- Events scheduled during normal business hours will be more cost effective. For the purpose of all catered events, normal business hours are considered Monday-Friday from 7:00 am -7:00 pm, during the academic year. See the section entitled “Understanding what you will be charged” for additional information.

- The importance of using the menu

**Please use the menu section of this guide whenever possible rather than making custom orders. The menu selection is extensive and much less expensive than custom ordering.**

Other aspects to note in relation to the menus:

- Most prices shown are per person unless otherwise noted. Food prices include linen tablecloths for food service tables only. Plastic plates, plastic silverware, hot/cold beverage cups and paper napkins are also included in the food price.
- Quoted prices are subject to change. Prices are guaranteed 30 days prior to your event unless otherwise agreed upon.

- Details of food set-up location

Please specify on the form where you would like your food set-up (e.g. “set-up in left hand corner of room next to fireplace”). If you do not, Flik will use their expertise to determine the best place available. Flik will assume there are tables on which to place food. If the room does not have a table on which to place food, it is the sponsor’s responsibility to request the table(s) on the Online Catering Form. Flik will then, in conjunction with Facilities, provide the necessary food service table(s) with tablecloths for the food set-up.

- Sending the completed document
  - When placing your order you are required to fill out all fields. You will not be able to submit your order if the fields have not been filled out. These details ensure that nothing is overlooked and you receive exactly what you need.
  - Once all the necessary fields of the form are complete, press “Submit Order.” The form will then go to Flik’s Catering Director and the Facilities Office.

#### **D. Understanding what you will be charged**

As long as you order one of the choices from Flik’s standard menu, and there are no premium services (see below), the charges to your account will be:

1. Per person charge from the menu multiplied by number of people attending your event;
2. A service fee of 10% of the cost of food, liquor, linen, and rental items. (Waived if you pick up your order);
3. For any event booked outside of normal business hours (Monday – Friday, starting after 7:00 pm and starting before 7:00 am, and during weekends/Holidays), you will be charged for additional labor costs incurred;
4. For outside non-Milton related events when school is not in session, you will be charged for additional labor costs incurred. This charge is applied to cover labor that would be available during the school year but is not when out of session;
5. If you fail to order within five business days of the date of the event, an additional charge of 5% of the subtotal will be applied to your order. If you fail to order within 48 hours, a 10% charge will be applied to your order. Orders requested within 24 hours of the event will incur a 25% charge. This is to cover the increased costs associated with last minute food ordering, preparation, and associated extra labor costs. In addition, please note that if you order last minute some of your chosen menu items may not be available,
6. A 3% fee for Flik (part of Milton’s contract with Flik).

Note: For especially large events, please contact the Director of Catering for pricing and assistance.

## E. Controlling costs

1. Order from the extensive standard menu choices found in this guide. Customizing is more expensive.
2. Carefully review the menu choices; there are many low-cost options available.
3. Place your order at least five business days before your event to avoid late fees. If Flik orders food at the last minute they pay more. In addition, last minute requests cause overtime issues, adding to the cost.
4. Consider picking up your order at Forbes to avoid service charges.

## F. Premium events with additional charges

- Custom menus  
Custom menus will be priced upon request to the Director of Catering.
- China  
If you would like to use china for your event there is \$1.50 per person usage fee. This fee covers the cost of pre-packing, setup, cleaning and storage of china.
- Additional tables and chairs  
If you need additional tables, chairs or set up requirements, order them on the online form. If the sponsor fails to do this, tables will not be ordered. A follow up call to Facilities confirming your order is recommended. If you need help with set-up ideas please call the Director of Catering, who will be happy to guide you through it.
  - Please note that there is often an extra charge for tables if they must be rented (the Academy has a limited supply of tables on campus). These charges will be billed to your account separately, by the Facilities Department. Inquire directly with the Facilities Department for pricing.
- Additional Linen  
If you need additional linen beyond the standard food service table, it must be rented. Charges for the rented linen (and associated laundering charges) are \$7.75 for an eight-foot table and \$6.70 for a round table (linen to floor). Please note that this linen charge is a direct pass-through charge from a commercial firm.
- Additional Rental Items  
If you are planning an upscale plated dinner or a unique look, some additional rental items may be needed. These extra charges will be passed on to you.

- Wait staff  
It is important to request wait staff when filling out the Catering Form. Last minute orders may not be guaranteed due to availability. Wait staff will arrive at the discretion of the Catering Director prior to your function for set up and breakdown of the event. Wait staff is recommended when having an event with china, passed hors d'oeuvres, hot buffets or if you need someone to attend to the meal during your function. "Serve-Safe Certified" wait staff is mandatory if alcohol is to be served at any event.
- Flowers  
It is important to order flowers when filling out the Catering Form. As always the standard choices available online are less expensive than custom orders. The Director of Catering can provide information on pricing for custom orders. Please note that last minute orders may not be guaranteed due to availability.
- Alcohol  
Please keep in mind no alcohol can be served at functions that students will attend. Furthermore, the Academy requires Flik and indirectly all sponsors to use a certified alcohol server if alcohol is to be served at any function. This server must be provided by a professional bar service carrying approved insurance (see insurance regulations below). This policy is in place to protect you, your guests and the Academy. There are no exceptions to this policy.

*Alcohol Insurance Regulations - If alcohol is to be served, the professional bar service shall furnish the Academy with a Certificate of Insurance that will indicate host liquor liability with a General Aggregate limit of not less than \$2,000,000. The certificate shall reflect that Trustees of Milton Academy is included as an additional insured on the policy during the period of occupancy and use of Academy's premises and equipment, and said policy shall be written by an insurer that has a Best's rating of not less than "A".*

If you intend to serve alcohol at your event, please call the Director of Catering at extension 2327 who will coordinate with a professional bar service company. Charges along with any associated fees are a direct pass through from the bar service company.

## **G. Cancellation policy**

Cancellations will be accepted 72 hours prior to your function with no penalty. Functions cancelled less than 72 hours before your event will be subject to a 50% fee to cover food & linen purchased, labor incurred and any other costs associated with your event.

## **H. Food removal policy**

For food safety reasons, sponsors and others are not permitted to remove any perishable leftover food from an event. Any nonperishable food (i.e. baked goods) may be taken; however, arrangements must be made by the customer.

Flik does not provide any type of to-go containers and customers are not allowed to take baskets, platters or other equipment from the event. Any missing equipment will be billed to the group or department that planned the event.

## **I. Lost/Borrowing equipment**

Equipment must not be removed from the original event location to another location. If equipment is missing upon pickup after the event, the group or department who planned the event will be charged the cost to replace the item.

Flik receives many requests to borrow equipment. Due to the high cost of replacement we are not permitted to lend equipment.

## **J. Final invoice**

After your event has been completed, approximately the 10<sup>th</sup> of the following month, you will receive a confirmation with your total costs that will be applied to your account. This confirmation will be your back up record to be used for managing your budget. You will receive notice if additional charges need to be applied to your account number or if a credit to your account is going to be issued.

## **K. Feedback**

It is crucial that Flik hears what they did well, as well as what they did not do well. To ensure an efficient outlet for your comments and to provide a way to measure Flik's success, a feedback form is located on the "Dining at Milton" website. Please use it! Flik can only act on your concerns if they are known.

If there is a problem with your event, direct and clear communication with the catering staff at your event is required. Please do not hold in your frustrations until after your event; it does not give Flik and opportunity to fix the problem and see - in real time - what the problem is.

## CATERING MENU

### *Beverages...*

<i>Simply Refreshing...</i>	\$ .75 pp
Assortment of spring water, carbonated flavored waters, fuze juice, vitamin water and soda	
<i>Simply Coffee...</i>	\$1.55 pp
Full hot beverage service to include piping hot fresh brewed coffee, decaffeinated coffee and assorted teas	
<i>Simply Beverages ...</i>	\$2.15 pp
Full hot beverage service to include piping hot fresh brewed coffee, decaffeinated coffee, assorted teas, and assorted cold beverages.	
<i>Energizing the crowd...</i>	\$10.55
One (2.5 gallon) cambro of Lemonade, Fruit Punch, Iced Tea, or Hot Cocoa or Cider (seasonal price) (Serves approximately 40 people)	

Assorted Beer, White and Red Wines are available.  
Please check with the Director of Catering for details.  
Please keep in mind that no alcohol can be served at functions that students will attend. **There are no exceptions to this policy.**  
*See the Alcohol Guidelines on page 7 for details.*

*In the Morning...*

<i>Individual Yogurt...</i>	\$1.00 pp
<i>Baker's Delight...</i> Baker's assorted fresh bakery breakfast items.	\$1.25 pp
<i>Simply Coffee...</i> Full hot beverage service to include piping hot freshly brewed coffee, decaffeinated coffee and assorted teas.	\$1.55 pp
<i>Simply Breakfast Beverages ....</i> Full hot beverage service to include piping hot freshly brewed coffee, decaffeinated coffee, assorted teas and assorted cold juices.	\$2.15 pp
<i>Breakfast Bagels...</i> Assorted mini bagels with plain cream cheese, flavored cream cheese, fruit preserves and butter. Served with full hot and cold breakfast beverages.	\$2.35 pp
<i>Robbins Fruit Platter...</i> Assorted Seasonal Fresh Fruit Platter.	\$3.10 pp
<i>Vose Continental...</i> Baker's assorted fresh bakery breakfast items. Served with full hot and cold breakfast beverages.	\$4.15 pp
<i>Milton Continental...</i> Baker's assortment of freshly baked breakfast items and seasonal sliced fruit platter. Served with full hot and cold breakfast beverages.	\$5.25 pp
<i>Hallowell Breakfast Buffet...</i> Scrambled eggs and french toast. Bacon <u>or</u> sausage plus savory home-style potatoes. Baker's assorted freshly baked breakfast items. Seasonal sliced fruit platter. Served with full hot and cold breakfast beverages.	\$7.00 pp
<i>Warren Breakfast Buffet...</i> Chef's own vegetable and egg burrito's and French toast. Bacon and sausage plus savory home-style potatoes Seasonal sliced fresh fruit platter. Served with full hot and cold breakfast beverages.	\$8.75 pp

*Luncheons...*

**Box Lunch on the Go...** \$4.50 pp

A variety of deli sandwiches (including vegetarian).

Offered with chips, mini yogurt, water, whole fruit and cookie.

\*\*Any Box Lunch order over 75 will be charged \$1.00 extra per box.\*\*

\*\*Bulk option also available\*\*

**Forbes Buffet Off the Line...** \$4.75 pp

Hot option off the Forbes lunch line (one entrée), two sides, rolls & butter, dessert of the day. Assorted cold drinks (one per person).

**Grilled Mediterranean Salad with Chicken or Shrimp... Chicken** \$5.25 pp, **Shrimp** \$6.00 pp

Mixed greens, olives, fire roasted tomatoes, fresh mozzarella, artichoke hearts, marinated chicken breast with an herb vinaigrette. Served with foccaccia & butter and assorted cold beverages.

**Centre Street Deli...** \$5.50 pp

A platter of thinly sliced deli meats, cheeses and grilled vegetables, tuna salad **or** chicken salad with upscale breads served with a relish tray, chef's garden salad and dressings, baker's dessert and assorted cold beverages.

**That's a wrap...** \$6.00 pp

Chef prepared assorted deli sandwiches in tortilla wraps.

Chef's garden salad and dressings, chef's composed salad, chips, baker's dessert and assorted cold beverages.

**While you work...** \$6.00 pp

Chilled lobster roll and hummus on mini rolls, coleslaw, chef's composed salad, baker's dessert, and assorted cold beverages.

**The Grille Platter...** **Chicken** \$8.00 pp **Beef Tenderloin** \$11.00 pp

Beef tenderloin with horseradish crème fraiche or herb sliced grilled chicken breast.

Served with marinated mushrooms, roasted artichokes, grilled veggies, cipollini onions, fire roasted tomatoes, rolls, and assorted cold beverages.

*Need a Little Something / Appetizers...*

<b><i>Goodwin Snacks...</i></b>	\$2.10 pp
Assorted salty snacks (chips, pretzels, popcorn). Assorted cold beverages.	
<b><i>Layered Tex Mex Dip...</i></b>	\$2.35 pp
Served with tri-colored tortilla chips.	
<b><i>Faulkner Break...</i></b>	\$2.60 pp
Assorted cookies, brownies, squares and whole fruit. Assorted cold beverages.	
<b><i>Domestic Cheese Display...</i></b>	\$2.60 pp
Variety of regional cheeses garnished with seasonal fruit garnish and assorted crackers.	
<b><i>Baked Brie...</i></b>	\$3.10 pp
Served with assorted crackers.	
<b><i>Robbins Fruit Platter...</i></b>	\$3.50 pp
Assorted Seasonal Fruit Platter. Served with assorted cold beverages.	
<b><i>Trio of Healthy Dips...</i></b>	\$3.90 pp
Salsa fresca, guacamole, flavored hummus, and homemade pita chips.	
<b><i>Ice Cream Sundaes... (Minimum 20 guests)</i></b>	\$4.70 pp
Create your own masterpiece. Ice cream and hot fudge, with an assortment of toppings (Sprinkles, Oreo crumbs, marshmallows, whipped cream and more).	
<b><i>International Cheese Display...</i></b>	\$4.70 pp
Variety of international cheeses garnished with seasonal fruit, and crackers.	
<b><i>Pâtisserie Petit Fours... (Minimum 10 guests)</i></b>	\$5.00 pp
Assorted French Pastries and petit fours along with hot beverage service.	
<b><i>Intermission... (Minimum 10 guests)</i></b>	\$5.50 pp
Xango's (banana caramel cheesecake), chocolate covered strawberries, espresso mousse filled chocolate cups along with hot beverage service.	

***Antipasto Platter...***

\$9.00 pp

Fresh Mozzarella, fire roasted tomatoes, assorted grilled veggies, olives, sopressata, marinated artichokes, cippolini onions, roasted red peppers, marinated mushrooms, green beans, and provolone cheese.

***Plated or Passed Appetizers...***

***Plated or Passed Appetizers... (Please choose 3)***

\$5.75 pp

Please choose three total. May be used as passed hors d'oeuvres for an additional labor charge, see section of guide entitled "Premium events with extra charges."

***Cold Canapés***

California rolls

Smoked salmon profiterole

Antipasto skewers w/ pesto dip sauce

Fresh tomato, basil, and mozzarella bruschetta (v)

***Hot Hors d'Oeuvres***

Quinoa sliders w/ plum tomato, shaved lettuce, chipotle mayo (v)

Boursin and herb stuffed mushroom caps (v)

Homemade falafels w/ tzaki sauce and pita bread (v)

Chicken dumplings w/ ginger hoison sauce

Chicken tempura w/ chef's dip sauce

Frenched lamb chop w/ chef's dip sauce

Clam fritters w/ spicy remoulade

Grilled andouille, fingerling potato, and Vidalia onion skewer

Polenta round w/ tenderloin of beef and rich demi-reduction

Peruvian tuna ceviche on English cucumber

### *Traditional Dinner Fare...*

***Forbes Buffet Off the Line ...*** \$4.75 pp

Hot option off the Forbes dinner line (one entrée), two sides, rolls & butter, dessert. Assorted cold beverages (one per person).

***House Barbeque...*** \$5.85 pp

Grilled hamburgers, hot dogs, and veggie burgers.

Chef's garden salad with house dressing, relish tray, chips, sliced watermelon and cookies.

Served with assorted cold beverages.

Please Note: A labor charge is required for BBQ's requiring a Chef.

Advance notice of one week is required to facilitate a cookout.

***Chicken ...*** \$6.70 pp

Please choose **one** sauce: Marsala (mushroom demi-glaze), francaise (lemon butter), picatta (lemon caper), saltimbocca, creamy "nut-less" pesto.

All served with angel hair pasta, foccaccia bread, chef's garden salad, and baker's dessert.

Assorted cold beverages (one per person).

***Lasagna .... (Minimum 12 guests)*** \$6.70 pp

Choose **one** option: Meat or vegetable or cheese lasagna.

Served with chef's garden salad, foccaccia bread, and baker's dessert.

Assorted cold beverages (one per person).

***Stir Fry...*** \$6.70 pp

Choice of **one** option: Chicken or beef or vegetable stir fry with fresh vegetables.

Served with chef's garden salad, jasmine rice, and baker's dessert

Assorted cold beverages (one per person).

***"Ole"...*** \$6.70 pp

Ground beef, hard+soft tortilla's, sour cream, salsa, shredded cheese, refried beans, shredded lettuce, and diced tomato.

Served with Spanish rice, buttered Mexican corn, assorted cookies, and assorted cold beverages (one per person).

***The Plymouth Plate... (Minimum 12 Guests)*** \$8.95 pp

Oven roasted turkey breast w/ pan gravy and cranberry sauce, shipshape mashed potatoes, Mayflower stuffing, steamed green beans, chef's garden salad, pear craisin crisp.

Served with assorted cold beverages (one per person).



*Centre Street Grille...*

\$21.45 pp

Fresh mozzarella & green bean salad with extra virgin olive oil.

International cheese display with assorted crackers.

Marinated NY sirloin steak with roasted garlic and shitake mushrooms.

Stuffed statler breast of chicken with artichokes, roasted red peppers, and goat cheese.

Served with: Roasted picasso couscous salad, field greens with heirloom tomatoes.

Assorted mini pastries and assorted cold beverages.

*Traditional New England Clambake...*

(Market Price)

New England clam chowder with oyster crackers.

Steamed clams in their own broth.

Maine lobsters served with drawn butter & lemon wedges.

Honey BBQ grilled chicken breast.

Butter rubbed corn, classic potato salad, chef's garden salad and assorted rolls.

Build your own fresh berry short cake and assorted cold beverages.

*A Step Above All the Rest... The Other Side...*

*Plated First Course*

*Baby Spinach Salad - \$4.25*

Baby spinach with sliced strawberries, mandarin oranges, chevre cheese, cornmeal croutons tossed in a seasonal vinaigrette

*Salmon and Endive Spears - \$6.25*

Crisp Endive spears piped with an herbed mousse topped with Norwegian smoked salmon. Accompanied with chopped eggs, onion, capers, and garlic crostini

*French Cheese Tray - \$6.25*

A trio of French cheeses, flat breads, and roasted grapes

*Figs in Blanket - \$6.25 (seasonal)*

Fresh figs and chevre cheese wrapped in Thai basil with an aged balsamic reduction

*Vegetable Stack - \$6.25*

Israeli cous cous and roasted veggie stuffed portabella cap finished with a garlic oil and shaved pecorino cheese

*"Ravioli Du Jour" - \$7.25*

Classic "seasonal" ravioli finished in a brown butter sage sauce

*Shrimp Martini - \$Market Price*

Jamaican spiced shrimp with "paw paw" relish in a martini glass

*Diver Down - \$Market Price*

Wasabi pea crusted diver scallops accompanied with tat soi salad and finished with a pimento coulis

*That's Abruzzi - \$Market Price*

Calamari rings, jumbo shrimp and octopus, marinated in an old world style Italian jardinière with fresh squeezed lime juice and cilantro

### *Plated Entrees*

(Served on china with gourmet salad, rolls and baker's choice dessert)

#### *Gnocchi de Toscano - \$10.50*

Gnocchi sautéed with broccoli rabe, roasted garlic, sun-dried tomatoes in a shallot chardonnay sauce, topped with asiago cheese

#### *Stuffed Chicken Breast - \$12.50*

Rustic cornbread stuffed chicken breast with Italian pancetta bacon, sage, basil, and asiago cheese. Topped with a sweet Vidalia onion jam served with roasted patty pan squash, and seasonal risotto

#### *Dry Rub Pork Medallions - \$13.50*

Mojo jerk rubbed pork medallions napped with a roasted apricot compote. Accompanied by sautéed green beans and fingerling potatoes

#### *Tenderloin of Beef - \$Market Price*

Trio of peppercorns and sea salt crusted tenderloin of beef, grilled and served with a caramelized shallot and exotic mushroom ragout with piped chive whipped potatoes topped with gorgonzola and grilled asparagus

#### *Baked Stuffed Shrimp and Petit Filet Mignon - \$Market Price*

Crabmeat stuffed jumbo shrimp and petit filet mignon with natural au jus.  
Served with duchesse potatoes and seasonal vegetable

#### *Moroccan Lamb Chops - \$Market Price*

Moroccan herb rubbed lamb chops topped with grilled peaches cascading over a roasted vegetable Israeli cous cous and brussel sprouts

#### *Drunk & Dirty Sirloin - \$Market Price*

Grilled 10 oz NY strip steak marinated in a slammin Alabama sauce accompanied by yukon gold potatoes, chef's seasonal vegetables and "painted" with a port reduction

### *Milton Academy Snack Bar...*

The Snack Bar is available to open for special events prior to or after regular business hours. If you are interested in opening the Snack Bar, please contact the Catering Director at x-2327.

- a) A minimum of 96 hours in advance is required.
- b) Any labor hours needed to open snack bar (\$25.00 per hour) would be the responsibility of the client. (2 additional billed hours are required to facilitate set up and break down).
- c) FLIK will determine at the time of request how many staff members are needed to fulfill obligations.
- d) Additional charges may be necessary depending on labor demands.
- e) A sales minimum of \$100 is required to facilitate opening the Snack Bar.



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