



## THE BUTTERY **DELI GUIDE**

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# BUTTERY POLICY

## Expectations

- In general every employee should contribute to the efficient and smooth operation of The Buttery through their customer service, attention to detail and positive attitude. **We don't ever want to hear "That's not my job"**, all the work needs to be done and it is the responsibility of all of us to see that it is done.
- **Never give away any products** without authorization and never take anything for yourself without permission.
- If you aren't working, don't walk through the back, come to the front of the counter.

## Dress Code

- All team members must wear The Buttery apron, hat, and t-shirt. Keeping the uniform clean is the team members responsibility. If uniform is lost, employee is responsible for replacement.
- No open-toed, "croc-style", or backless/open heeled shoes at store.
- No overly revealing clothes, including bare midriffs or leggings.
- Pants must be worn at waist level, without underwear showing.
- Skirts and dresses must be at least mid-thigh in length.

## Sick Policy

If an employee calls in sick we want to ask them to try and call someone else to come in and work for them. If they cannot find anyone to work for them or if they can't find anyone able to come in by the start of their shift we need to ask them to come in and work until we can find someone to cover them or until it becomes less busy and we can let them go home. It is a "business necessity" that we fill all of our shifts so remind our employees of this, they know how difficult things can be at work without enough people on staff. We want to be compassionate and understanding but we also have a business to run. If an employee is seriously sick (i.e. more than a cold or a sore throat) or in an emergency situation we will not ask them to find someone to cover their shift or come in. Also make compromises with people, ask them to work half their shift and then tell them they can go home. Ask the employee to wait in the break room for a little while to see if they feel better if they are already at work, if they aren't already at work asking them to come and see how they feel after they're at work is something to do because often once they are here they will decide to stay at work. Always if it is possible we should let people go home if they are sick and it won't negatively affect the business.

If a manager deems someone as being too sick to work you can be sent home. We don't want their sickness to negatively impact the business or drive customers away. If they have a runny nose that won't stop dripping or they can't stop throwing up then send them home. Also if they have a child that is sick, or in trouble at school or a family emergency then we need to let an employee go home. We also need to treat their reasons for leaving with confidentiality; we don't need to tell every employee that "Jane" won't be coming in because she has explosive diarrhea or some other potentially embarrassing condition. If other employees inquire about a missing employee inform them that said employee "won't be coming in" or "will be leaving early" and leave it at that. We need to be sensitive about privacy issues.

## Late to work/Missing Work

If you are going to be late for work or absent, notify your manager as far in advance as is feasible under the circumstances, but before the start of your workday. This doesn't mean three minutes before their scheduled shift, we want them to give us more notice than that. We cannot and will not fire someone for missing work because they are sick as long as they notify us or have a reasonable explanation or excuse as to why they couldn't notify us. When we are communicating with employees about working when they are sick we should not imply that there will be negative consequences for them if they miss work. We should instead focus on the team aspect of work and remind them how necessary every person is for the Buttery to function properly and how hard it can be working down a person.

That being said we will have a log to keep track of absences and if an employee has an excessive number we can talk to them about attendance and the needs of the business, a leave of absence is usually an option if illness is causing a chronic attendance problem. We won't force an employee to work when they are sick and we won't retaliate against them if they are but we need to stress to them the importance of their role at the Buttery and the necessity of keeping every shift filled.

## Harassment

We prohibit the harassment of one employee by another employee, supervisor or third party for any reason.

We do not tolerate harassment at The Buttery of any kind. This includes how we conduct ourselves at work. Foul language of any kind is not appropriate at work. We cannot swear at others or even ourselves. You can think of a dirty word but you cannot verbalize it at work. Such language is inappropriate whether it be in the front of the bakery or in the back, in English or in Spanish. Swear words are offensive to many people even if they are not directed at a particular person. For example we would never swear in front of customers because it would be offensive to them. The same is true in other areas of the bakery, we don't want to offend the people we work with.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason or in any manner.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

What this policy is about in essence is making sure everyone is comfortable at work. There are certain things we cannot say in the workplace for professional reasons. Curse words are not appropriate. Making fun of other people is not okay even if you are just "joking around". Be respectful of other people's feelings, if someone says that something you said bothered them listen to them and let them know you didn't intend to hurt their feelings. If you know something bothers someone don't tease them about it. Take a little time to consider the other people around you before you speak. Also if someone says something that you find offensive, tell them. Chances are they will respect your feelings and not speak to you that way again. And if they don't, please let your manager know. We will take it seriously and ensure it doesn't happen again. This behavior can lead to verbal warnings as well as written warnings and even termination.

## Shoplifting

If you see someone take an item, alert a manager about the theft so they can monitor the situation and determine the best solution. Never confront a shoplifter in an accusatory tone.

The manager will decide whether or not to escalate the situation. The manager will approach the suspicious person, while remaining calm and professional. It is possible that a misunderstanding has taken place and the person is not actually a shoplifter. Treating the customer in a polite, discrete yet firm and professional manner will help the situation not escalate.

If prosecution is required, we will follow with the California law:

**Petty Theft:** This crime may be punished by a fine of up to \$1,000, a term of imprisonment lasting up to 6 months, or both. For petty theft of property valued below \$50, a prosecutor has the discretion to charge the crime as a misdemeanor or an infraction resulting in a fine of up to \$250. Prior criminal history can affect the prosecutor's recommendations.

**Grand Theft:** This crime may be punished by a term of imprisonment in county jail lasting up to 1 year or by felony sentencing permitted by Section 1170(h) of the code. Felony sentencing may range from 6 months to 3 years, but prior criminal convictions can increase the severity of the sentence imposed by the state court or require imprisonment in state prison rather than in county jail.

This **not only applies to customer but employees as well**. If an employee is caught stealing, we **will terminate** their employment at the Buttery.

### *Animal Petting Policy*

Due to safety concerns you may only pet dogs and other customer pets if the pet owner is present and gives you their consent to approach their animal. This means no petting of unattended animals.

This is for your safety as well as the safety of the animals. Thank you and we appreciate your compliance. Also, a reminder to wash your hands thoroughly after every encounter with an animal.

# ALL FLOOR STAFF RULES

## General Rules

1. You will greet every customer with a smile and "Hello, How can I help you?" or "Hows your day going?"
2. Helping customers **ALWAYS COMES FIRST** , boxes can be folded later and conversations can be finished after.
3. Employees must memorize all our items. You will be tested at anytime
4. You must **never be just standing around** and talking, theres always things to do.
  - Restock all items
  - Fold boxes
  - Clean the tables
  - Take out any buss tubs
  - Pick up trash
  - Wipe the cases
  - Wipe the walls
  - Sweep the floors
  - Make sure outside patios are clean
  - Check to see what deli items we have on stock
  - and so on.. No one should be just standing around.
5. **Never** have your back turned from the customer
6. Always ask if a customer has been helped already
7. When leaving the floor, you must let the supervisor know were you are going, even if its to the bathroom
8. All floor staff are being tallied, too many tallies will result in disciplinary action.
9. Have a sense of urgency when working. We want to get customers in and out of the store as fast as possible.
11. Always say **BEHIND** when walking behind someone. Not everyone is aware you are walking behind them
12. **DO NOT** use cake order forms for scratch paper, we have scratch paper available for you
13. Do not give out a cake that looks ugly, If you mess up a cake, get the cake room staff to fix it, don't just give it out

## Answering Phone Calls

- Please answer this way: This is the Buttery, Tommy speaking, how can I help you?
- If we aren't busy, try to take the payment over the phone using the manual Card.

## ACCEPTABLE

- We do not accept checks.
- For credit cards, there is a \$5 minimum
- We do not accept American Express cards

## HOMEBASE

- Make sure your availability is always open
- If somethings wrong with your schedule, LET US KNOW

## Clock-in & out

- You must clock-in for all 10 minute and 30 minute breaks

## Lost & Found

- We will hold on to Lost items for a week and if not claimed they will be either donated or thrown away.
- We do not mail credit cards

## BLACK OUT DATES

You must be available on these days

- April 1st ( Easter )
- June 15 - 17 ( Graduation )
- November 20 - 21 ( Days before Thanksgiving)
- December 23 - 24 ( Days before Christmas )

## **DELI CAFE GUIDEBOOK**

### General

- Receipts are VERY important for the Deli area. The receipt is how we fill the order. If there is no receipt then there can be items missed, and we have an upset customer
- A weekly specials list will be printed and posted every Monday, be familiar with the items that we have. I will be providing an ingredients list binder so that you will have it available to share with the customers if requested.
- When running low on items the kitchen must be informed so they have time to prepare and display a refill. For example... if you are serving a large chicken Caesar salad and you notice that there is just enough for a small left on the tray then call to the kitchen "chicken Caesar" and they will respond... "Chicken Caesar" if they don't respond... they didn't hear you.
- We have different breakfast specials every weekend... make sure if you are working on a weekend that you find out what is being made.
- The café has changes daily... always take a moment to see if there is anything new.
- Know the sandwiches... memorize what comes in different sandwiches and what kinds of breads we offer.

### Salads

- All side salads are served by size (have sizes available to show). Small and Large. The customer will order by size, and we will weigh out the salads to a specified measurement which may change weekly due to the different types of salads
- Our regular everyday salads are Chicken Caesar, Old Fashion Potato Salad, Italian Pasta Salad and Seasonal mixed Fruit.
- For all but the green salads the dressing is mixed in

## **Sandwiches**

- Group sandwich orders are simple to take, just make sure to keep the following in mind...
  - Hot sandwiches do not hold well over a length of time. Politely let the customer know that they may want to keep that in mind.
  - Fill out all information on the group order form. A phone number is required information.
- For general phone orders we must have a name and phone number, even if it is an individual order.
- For lunch box orders or catering have the café supervisor/manager take the order.
- Please write clearly, we need to be able to read the order to make it. This has been an issue, so you must make it easy to read.
- When putting a sandwich order up to the cold line please make sure that you get an acknowledgement from the sandwich maker. There are times when an order will be put up on a line that no one is working at and the sandwich does not get made.
- Hot sandwiches can not go on Croissant because it is heated with a panini press

## **External checks**

- Check the customer bathroom to ensure it is stocked with toilet paper, soap, towels, etc., especially after busy times. Wipe any water around the sink.
- Clear dirty dishes off tables and keep dining area clean and tidy.
- Keep the cold case and display case looking tidy. Make hourly checks and adjust as necessary. Condense salads into smaller containers as needed.
- Keep the lobby tidy as well as the area around the cash registers.
- Sweep lobby as needed, make sure to get under tables.

## **Internal checks**

- If you use anything up (i.e. fruit, granola, etc.), write it on the white board in the kitchen so kitchen staff can make more.
- If needed, fold towels; dry, line, and stock trays; fill butters; stock wax bags, stuff napkins in bags
- Fold silverware, ensuring there is a back stock in the armoire.
- Check for clean dishes and put away as needed.
- Maintain the time/temperature log and case check sheet.

# **TIPS FOR TAKING CAFÉ ORDERS**

- Always remember when taking a catering or sandwich order to write down the telephone number.
- We would like to have all catering orders pre-paid in advance. You can inform the customer that this makes pick-up much easier.
- Always mark on catering orders if the order needs to be heated for pick-up or not.
- Any large orders or orders for hot food or sandwiches need to be approved by the café if their pick-up time is for before 9:00 A.M.
- Whenever possible let the café know right after you have taken a catering or large sandwich order.
- Any large sandwich orders, hot or cold, before 9:00 A.M. need to be approved by the café.

- When taking an order for a cookie or pastry platter write down the specific items being ordered on the bakery order form, highlighting mini or petite items. Café Daily ongoing task reminders

## CATERING QUESTIONS

1. # of people being served?
2. Is there other food being served?
3. Is the catering dish meant to be an appetizer/casual finger food or an entrée?
4. What kind of event is the customer hosting? Are some of the guests kids?
5. If you are unsure if you are offering the right suggestions to meet the persons needs complete as much of the order as you can and then refer it to Jon

## CATERING TRAINING:

### Placing Orders:

- Basic ordering procedure:

Name, Telephone #, Date & Time of pick-up, heated or not heated for pick-up.

***Repeat all orders back to them.***

Pre-paid for all deli orders.

- If order includes pastries, cookies, petite croissant or bread then bakery order forms must also be filled out. Bread orders should be called in and petite croissant and mini cookie and pastry orders highlighted. If possible have someone glance over your order, another pair of eyes might catch something you missed.

- If kitchen staff are present let them know you have taken the order.

When taking an order double check by the walk-in for orders that have already been placed.

- Other catering orders should not be taken before 8:00 am and most require 24 hours notice or consultation with kitchen staff.

- Sandwich orders can be placed as early as 8:00 AM with a minimum of 24 hours notice.

- Jon must be consulted if the order needs to be picked up earlier.

- Same day orders always must be checked by kitchen (Jon) staff before being placed.

- When taking sandwich or catering orders leave 1 hour of spacing between orders unless checking with kitchen staff first, especially between the hours of 11-1.

### Pick-up Procedure:

Don't have to wait in line (unless they wish to order more deli items, drinks or bakery items in which case they will be treated as any other walk-in customer).

Deli 1 Cashier/opener will be in charge of catering orders going out.

Deli 1 cashier/opener will help them as soon as they finish with their current customer.

One café retail employee will assemble the order and assist the customer in taking it to their vehicle.

If the customer has a cake order they should be taken to the bakery side and given a number while the deli employee gathers their catering order.

If extra help is available or needed it can be given or requested.

If order is large, requiring multiple trips ask the customer to bring their car around to the back. ¼ sheet boxes should be used for sandwich orders.

## **CATERING CANCELLATION POLICY**

- Cancellations made with less than 24 hours notice may be charged 50% of order total.

# CAFÉ OPENING PROCEDURES

## **6:00 AM**

- Clock in on register and read communications log.
- Check the Bathroom to make sure it is ready to be used by customers. It should be neat and tidy. Toilet paper, hand soap, seat liners and paper towels should be stocked. This is the dishwashers job the night before but if it didn't get done the night before we need to do it and inform the manager it wasn't done right. There should also be a supply of toilet paper in the armoire. There should also be a mat on the floor to help prevent slips and falls.
- Put away any clean dishes left out from the night before.
- Take down tables and chairs. Wipe down tables and bench areas.
- From the front of the counter check the appearance of the Café to make sure it looks clean and appealing to customers. Clean any spots that have been missed.
- After making the fruit salad and parfaits, take empty fruit containers and dirty mixing bowl back to the dishwasher, wipe down cutting board and front of fridge with a new rag.

## **How to make fruit salad**

- Bring out chopped fruit from the walk-in and assemble fruit salad. On average, measurements should weigh approximately 3 lb. of each fruit (cantaloupe, honeydew, pineapple and watermelon) to equal 9 lb. total.
  - Note: Make enough fruit salad in ratio to leftover fruit from the day before. I.E. if there is an excess of day old fruit, make a smaller fresh batch. The key is to not have leftovers.
- Assemble a full serving dish of fruit salad and 6-8 small fruit salads in small bowls. One or two large serving sizes should be assembled on busier or weekend mornings. Two small and one large To-go containers should be preassembled as well.

## **Make parfaits**

- Fill a small plastic container with blueberries and get enough strawberries to fill a large plastic container. Rinse grapes, strawberries and blueberries well in a food safe sink. Do not rinse any food in a hand washing sink.
- Cut tops off strawberries and slice into small pieces.
- Place half of strawberries on top of fruit salad. Retrieve cut orange slices from the chefs and arrange on top of fruit salad. Two to three slices should be placed on each small bowl and four to five on each large bowl. The remainder is spread evenly over the full serving platter.
- Assemble parfaits using the small, 8 oz. plastic To-go cups. Make 8 parfaits Monday through Thursday and 10 Friday through Sunday. Parfaits should be a layer of granola, a layer of yogurt, roughly 3 slices of strawberries and 4-6 blueberries, a layer of granola, a layer of yogurt and 3-4 slices of strawberries and 4-6 blueberries on top as a garnish.

## **7:00 AM**

- Open the Doors, turn on lights, and help customers.
- Update the soup sign at the register counter and the outside chalk board listing specials.
- Record the temperature of all salads and other cold case items as they come out in the temperature log book. Make sure to initial each item written in.
- Put signs out for salads as they go into the cold case and package a couple small To-go containers of salads as needed. I.E. If there are any salads from the day before use those first, do not mix new salads with old.

### **8:00 AM**

- Opener takes their first ten minute break when the first expo arrives. Break times are subject to change according to busyness of the café.

### **10:00 AM**

- Take the temperature of all cold case items and log in temperature log book. Ensure any food not at the proper temperature is either thrown away or moved to the walk-in to cool rapidly.
- First expo takes their first ten minute break. Break times are subject to change according to business of the café.

### **11:00 AM**

- Closer arrives and second expo goes on their first ten minute break.
- Once second expo has returned opener goes on 30 minute lunch break. Break times are subject to change according to busyness of the café.

### **12:00 PM**

- Take the temperature of all cold case items and log in temperature log book. Ensure any food not at the proper temperature is either thrown away or moved to the walk-in to cool rapidly.

### **1:00 PM**

- Closer takes their first ten minute break.
- Once closer has returned, opener goes on their last ten minute break.
- Once opener has returned, first expo takes their last ten minute break.
- Once first expo returns, second expo goes on 30 minute lunch break.

### **2:00 PM**

- Take the temperature of all cold case items and log in temperature log book. Ensure any food not at the proper temperature is either thrown away or moved to the walk-in to cool rapidly.
- Closer goes on their 30 minute lunch break.
- Once closer has returned, second expo goes on their last ten minute break.

## **CAFÉ CLOSING PROCEDURES**

### **4:00 PM**

- Take the temperature of all cold case items and log in temperature log book. Any food not at the proper temperature should be thrown away or moved to the walk-in to cool rapidly.

### **5:00 PM**

- Clean above the salad cold line, wiping down the shelf under the bread racks.
- Begin taking apart and cleaning the salad cold line. If you have salad in the cold line, change out the container and continue selling the salad.
- Restock any salad dressings that you are out of or low on this also includes croutons, tortilla chips and parmesan cheese.
- Wipe down all surfaces, including corners, in the cold line with the #B solution. Use a toothpick for the seams and cracks.
- Take cookies back to the bakery case.
- Clean and organize shelves under registers.
- Clear top of display case and clean with warm soapy water.
- Take salad tossing bowls back to dishwasher.

#### **6:00 PM**

- Take the temperature of all cold case items and log in temperature log book. Ensure any food not at the proper temperature is either thrown away or moved to the walk-in to cool rapidly.
- Clean front and back of the display case from top to bottom including the woodwork.
- Change out the side salad containers in the display cold case.
- Begin wiping down the case

#### **6:30 PM**

- Wipe down tables, benches, and ledges.
- Clean touch screens.
- Bring old towels to the back storage area.
- Ensure there is soap in bathroom dispenser and a back stock of toilet paper in the armoire.
- Take cutting board back to dishwasher
- Wrap stuff under the salad station

#### **7:00 PM**

- Sweep rugs and change out mat in customer bathroom for one that has been swept.
- Sweep lobby
- Take out all garbage.
- Wrap all remaining side salads, ensure to mark them "USE FIRST"
- Clean display cold case using Windex and #B solution. Wipe down entire cold case and ensure the doors, runners, and insides are clean. \*\*Clean any spilled food out of bottom and sides of case.
- Wipe down all counter tops.
- Turn off soup warmers and take containers to dishwasher. Throw out that day's water and replace with big scoop of ice from the ice maker.
- Clean soup warmers and marble underneath them.
- Bring tips over to closing bakery supervisor.
- Make sure all doors and windows are locked.
- Put deli salads on cart and put in walk-in
- Throw away old sandwich tickets.
- Assist bakery/barista with any other duties. Clock out at 7:30 PM.

# EXPO DUTIES

It is the responsibility of the expeditor to ensure food is flowing quickly and well to our customers. There should be only one designated expeditor at any one time with other café staff filling the roles of runners and ringers.

- **Quality Control:** Makes sure every order goes out complete and correct with every item on the ticket.
- **Organization:** Organizes tickets so that to-go orders are easy to locate as well as for here tickets. Checks times and follows up with the kitchen on any orders that seem to be taking a long time or may have slipped through the cracks.
- **Communication with Kitchen:** The expo should be the person communicating with the kitchen if there are any mistakes or complaints and re-makes are required.
- **Send out Runners:** The expeditor stays at the counter receiving food from the kitchen and dispatching runners to take food out to guests. Every order should include the receipt for the customer when the order is complete.

## EXPO SHIFT CHECK LIST

- When expo first comes in they should make sure the condiment cart, coffee cups (to-go and glass), trays, bags, silverware, soup containers, salad containers, napkins, chips etc. are stocked. Remember preparation is the name of the game. The better we prep, the better we do during a rush.
- Before the end of the day, the following must be completed by the expo shift members:

### Armoire Area:

- Refill/Rotate butters if needed
- Refill soup cups, bowls, and lids
- Refill plastic spoons, forks and knives
- Refill wax bags and big green buttery bags
- Roll extra silverware
- Restock to-go dressing containers and lids
- Fold towels as needed

### Salad Area:

- Refill/rotate granola, wontons, croutons, and tortilla strips
- Restock granola bags(1 lb each), rotate with newest bags in back and older in front. Make sure to date the bag with the date the granola was made.
- Refill to-go dressing containers

### Busing Area:

- Refill jam, salt and pepper packets/shakers, and Tapatio sauces
- Restock chips, making sure there is equal amounts of each and rotating dates

- Fill to-go containers with brown sugar (6 minimum), make sure big container is full as well.
- Refill ketchup bottles and fill to-go containers with ketchup (small plastic container full)
- Check Trash cans throughout the day.
- Check bathroom throughout the day informing maintenance staff or management of any issues with cleanliness or functionality of facilities.

**To-go Items:**

- Restock #20 bags with two napkins each
- Stuff #4, #6, and #8 bags with two napkins each
- Stock brown small and large to-go boxes.
- Restock small and large salad to-go containers and lids.
- If duties are completed before end of shift, begin helping with daily duty and closing duties. (I.E. clean microwave or display case.)

## **CAFÉ DAILY DUTIES**

**MONDAY:**

Clean all shelves boxes and bags are kept on.

**TUESDAY:**

Dust fan blades, light fixtures, and menu.

**WEDNESDAY:**

Clean behind salad cold line.

**THURSDAY:**

Clean and organize armoire, organize folders and make more copies of catering order forms, group sandwich order forms and lunch box order forms so that there are 20 of each.

**FRIDAY:**

Clean busing table (both levels and sweep underneath, and clean utensil holders) refill and clean salt & pepper shakers.

**SATURDAY:**

Clean and polish marble. Take Hi-chairs back to be washed by dishwasher.

**SUNDAY:**

Clean out underside of salad display case where drawer pulls out from the back. Use tongs wrapped with a towel.

# BREAKFAST

Served 'till 12pm on Weekdays and 1 pm on Weekends

## BREAKFAST SANDWICHES

- #1 Breakfast Sandwich** ..... \$6.95  
Two eggs fried, ham, provolone cheese
- #2 Breakfast Sandwich** ..... \$6.95  
Two eggs scrambled, bacon, cheddar cheese
- #3 Breakfast Sandwich** ..... \$6.95  
Two eggs scrambled, avocado, tomato, cream cheese, red onions
- #4 Breakfast Sandwich** ..... \$6.95  
Two egg scrambled, sausage, cheddar cheese, ciabatta bread

## BREAKFAST PLATTERS

- #5 Croque Monsieur** ..... \$7.50  
Black forest ham, bechamel, caramelized onions, swiss
- #6 Croque Madame** ..... \$7.25  
Grilled seasonal vegetables, bechamel, swiss cheese, onions
- Buttery Benny** ..... \$9.95  
Two poached eggs, canadian bacon, english muffin, tomato, hollandaise
- Veggie Benny** ..... \$9.50  
Two poached eggs, english muffin, grilled tomato, avocado, hollandaise
- Basic Breakfast** ..... \$8.75  
Two eggs any style, your choice of bacon, sausage, ham, breakfast potatoes and toast
- Vegetable Frittata** ..... \$8.75  
Seasonal vegetables, cheddar, swiss, breakfast potatoes, toast.
- Lite Plate** ..... \$5.25  
Two poached eggs and toast
- Huevos Rancheros** ..... \$9.25  
Two eggs any style, black beans, corn tostadas, avocado, tomato jalapeño salsa, hot pepper jack cheese, sliced black olives
- French Toast Plate** ..... Half \$5.75 / Full \$9.75  
Ciabatta bread soaked in cinnamon custard with seasonal fruit

### Add-Ons

- Syrup ..... \$0.75

## A LA CARTE BREAKFASTS

- Hash Brown** ..... \$1.00
- Quiche Slice** ..... \$5.25
- House Made Granola With Milk** ..... \$5.75
- Granola Parfait** ..... \$5.75
- Stone Cut Oatmeal** ..... \$5.25
- Stone Cut Oatmeal and Seasonal Fruit** ..... \$6.25
- Bowl of Fruit** ..... Small \$4.25 / Large \$7.95
- Freshly Squeezed Orange Juice** ..... Small \$3.75 / Large \$4.95

# FINGER FOOD

- Chicken Tenders** ..... \$7.95  
Choice of Buffalo Hot Sauce, Spicy Buttermilk or Ranch.  
Extra sauce \$0.50 each
- French Fries** ..... \$2.45
- Mac & Cheese Bites** ..... \$4.95

# SALADS

All dressings proudly made In-house

- Stuffed Avocados** ..... \$7.75  
Half an avocado, curried chicken salad (roasted chicken, chives, dried apricots, cranberries, apples, celery, mayo, curry powder), mix greens, tomatoes, cucumbers, lemon vinaigrette
- Classic Romaine** ..... \$6.50  
Romaine hearts, shaved parmesan, house-made croutons, caesar dressing
- Grilled Chicken Romaine** ..... \$8.25  
Romaine hearts, grilled chicken, shaved parmesan, house-made croutons, caesar dressing
- Local Lettuce Salad** ..... \$6.45  
Organic local mixed greens, cucumber, cherry tomato, gorgonzola dressing
- Tortilla Salad** ..... \$9.75  
Romaine hearts, grilled chicken, avocado, radish, cilantro, cheddar cheese, crispy tortilla strips, & lemon vinaigrette
- The Buttery Cobb** ..... \$9.75  
Romaine hearts, grilled chicken, avocado, bacon, egg, cherry tomato, gorgonzola, green onions, red potatoes, & house vinaigrette
- Asian Chicken** ..... \$9.75  
Teriyaki chicken, romaine hearts, green onion, marinated carrots, cucumbers, almonds, sugar snap peas, crispy wontons, sesame seeds, soy peanut sauce
- 2 Side Seasonal Salad Combo** ..... \$8.25  
Choose 2 individual salads from whats available today!

# SOUPS & SIDES

- Soup of the day** ..... cup \$3.95 / bowl \$5.95  
Made fresh in house daily, changes everyday!
- Seasonal Side Salads** ..... Small \$4.45/ Large \$7.95  
Made fresh daily with local and seasonal ingredients. Choose from: Artichoke, Beet, Broccoli, Butternut Faro, Broccoli, Brussel Sprouts, Caprese, Carrot, Corn, Fruit, Greek, Kale, Mediterranean, Pear Faro, Potato, Root, Tortellini (Check availability)
- Half Soup & Salad** ..... \$8.25  
Your choice of a half sized portion of one of our fresh made salads with a cup of soup

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical

# BUILD YOUR OWN

Create your own sandwich for \$8.75

## Choose Type:

- Cold Sandwich
- Toasted Sandwich

## Choose 1 Meat option:

(Extra meat +\$3.50)

- Turkey
- Chicken Breast
- Teriyaki Chicken
- Ham
- Tuna Salad
- Curried Chicken Salad
- Pastrami
- Bacon
- Salami
- Roast Beef +\$0.50

## Choose 1 Bread options:

- Ciabatta
- Sliced Sourdough
- Sliced Whole Wheat
- French Roll
- Croissant
- Seeded Whole Wheat Bun
- Onion Bun
- Jewish Rye

## Choose 1 Cheese option:

(Extra cheese +\$1.00)

- Cheddar
- Jack
- Herb Cream Cheese
- Swiss
- Goat Cheese
- White Cheddar
- Provolone
- Brie

## Choose up to 3 topping options:

(Extra topping +\$0.50)

- Baby Greens
- Avocado +\$1.00
- Caramelized Onion
- Tomato
- Lettuce
- Sautéed Mushrooms
- Red Onion
- Cucumber
- Marinated Carrots
- Bell Pepper
- Pickled Onion
- Pickled Jalapenos

## Choose condiment options:

- Mayo
- House BBQ Sauce
- Sun Dried Tomato
- Basil Aioli
- Yellow Mustard
- Dijon Mustard
- Pesto Aioli
- Cilantro-Wasabi

# FROM THE GRILL

## The Buttery Burger (Buns are made here, at the Buttery)

Burger patty, shredded lettuce, tomatoes, red onions, house made sesame brioche bun (includes bag of chips or fries)

1/3 lb Beef Patty .....\$9.00

1/2 lb Beef Patty .....\$9.50

### Burger Add-Ons

Cheese, Mushroom, Caramelized  
Onions, or Jalapeno Peppers .....\$0.50 each  
Bacon or Avocado .....\$1.00 Each

# Kid's Sandwich

Grilled Cheese .....\$4.75

Your choice of bread and cheese

Ham & Cheese .....\$4.75

1/2 order of black forest ham, choice of cheese, mayo

# SIGNATURE SANDWICH

Prepared on your choice of bread

Asian Chicken .....\$8.75

Teriyaki chicken, cilantro-wasabi aioli, marinated carrots, crispy wonton, organic local greens

BBQ Tri-Tip .....\$9.25

Cajun marinated tri-tip, house BBQ sauce, mayo, caramelized onions, cheddar

B.L.T. Avocado .....\$8.75

Bacon, tomato, avocado, mayo, organic local greens

Chicken, Apple, & Melted Brie .....\$8.75

Grilled chicken, apple, melted brie cheese, basil aioli, mixed greens on ciabatta

Chicken Club .....\$8.95

Grilled chicken, bacon, tomato, avocado, mayo, organic local greens

Curried Chicken .....\$8.75

Curried chicken salad (roasted chicken, chives, dried apricots, cranberries, apples, celery, mayo, curry powder), onions, organic local greens

Grilled Chicken .....\$8.75

Grilled chicken, cheddar cheese, tomatoes, onions, sun-dried tomato aioli, organic local greens

Grilled Cheese .....\$6.75

Bread and cheese of your choice, grilled. Keep it classic

Grilled Cheese & Tomato .....\$6.95

Bread & cheese of your choice with tomatoes (No Addition)

Hot Pastrami .....\$8.75

Pastrami, mayo, yellow mustard, swiss cheese, caramelized onions

Torta de Jamon .....\$9.25

Ham, seasoned refried beans, tomatoes, pickled jalapeños, avocado, queso cotija, queso oaxaca

Tri-Tip & Shrooms .....\$9.25

Cajun marinated tri-tip, caramelized onions, sautéed mushroom mayo, swiss

Turkey Basil .....\$8.75

Roasted turkey, pesto aioli, onions, organic local greens

Turkey Club .....\$9.25

Roasted turkey, bacon, tomato, avocado, mayo, organic local greens

Reuben .....\$8.95

Grilled corn beef, swiss cheese, sauerkraut, on Jewish rye

Philly Cheesesteak .....\$9.25

Roast beef, mushrooms, onions, bell peppers, provolone cheese

## VEGGIE SANDWICHES

Veggie Goat .....\$8.75

Grilled zucchini, roasted red peppers, cucumbers, avocados, sun-dried tomato aioli, goat cheese

Grilled Eggplant & Red Pepper .....\$8.75

Grilled eggplant, roasted red peppers, jack cheese, sun-dried tomato aioli, organic local greens

Avo Jack .....\$8.75

Avocado, jack cheese, tomatoes, roasted red peppers, mayo, organic local greens

Black Bean Torta .....\$8.75

Seasoned refried black beans, tomatoes, pickled onions, pickled jalapenos, avocados, queso cotija & queso oaxaco

# BUTTERY CATERING MENU

## BREAKFAST & BRUNCH

**Quiche**..... \$30.00  
Delicious, flaky crust filled with savory egg custard and swiss. Your choice of bacon, ham, or mushroom. (serves 8)

**Frittata**..... \$30.00  
An Italian omelette with seasonal vegetables and Swiss cheese, cooked slowly until it is firm enough to slice. Delicious at room temperature. (serves 6-8)

**Fresh Fruit Platter**..... Small \$65.00 / Large \$95.00  
Beautifully arranged fruit. Changes with availability and seasonality.  
Small (serves 12-16) / Large (serves 18-24)

**Fresh Start Breakfast**..... Small \$85.00 / Large \$125.00  
Our fresh fruit platter paired with organic vanilla yogurt, and homemade granola. Small (serves 12-16) / Large (serves 18-24)

**Pastry Platter**..... Small \$49.95 / Large \$99.95  
Assortment of pastries the includes 3 croissants, 2 bear claws, 2 twists, 2 apple gallettes, 2 scones, 2 marionberry puffs, 2 chocolate croissant. Large Platter is double the amount of the Small Platter. Small (serves 15) / Large (serves 30)

**Homemade Granola**..... \$6.25  
Oats toasted with honey, coconut, seeds, and nuts. (1 pound)

**Russet Potato Gratin**..... Small \$45.00 / Large \$90.00  
Thinly sliced russet potatoes baked in a cream sauce with cheese and seasoned breadcrumbs. Available for pick up **after 11AM only**  
Small (serves 9) / Large (serves 18)

**Country Style Potatoes**..... Small \$25.00 / Large \$45.00  
Roasted red potatoes seasoned with salt pepper and garlic.  
Small (serves 9) / Large (serves 18)

## SALAD

**Classic Romaine**..... \$45.00  
Chopped romaine hearts with shaved parmesan, homemade herbed croutons and caesar dressing. (serves 10)

**Chicken Caesar**..... \$55.00  
Our classic romaine salad with the addition of grilled chicken. (serves 10)

**Local Lettuce**..... \$45.00  
Local organic greens piled with cherry tomatoes, fresh english cucumbers and gorgonzola dressing. (serves 10)

**Baby Spinach**..... \$45.00  
Organic baby spinach with red onions, kalamata olives and our housemade lemon vinaigrette dressing. (serves 10)

**Asian Chicken Salad**..... \$55.00  
Fresh chopped romaine hearts with teriyaki chicken, green onions, marinated carrots, sugar snap peas, cucumbers, toasted sesame seeds, almonds, crispy wontons and Asian dressing (contains peanuts). (serves 10)

**Classic Cobb**..... \$55.00  
Chopped romaine hearts with chicken, avocado, cherry tomatoes, green onions, crispy bacon, gorgonzola, hard boiled eggs and house vinaigrette. (serves 10)

**Tortilla Salad**..... \$55.00  
Chopped romaine hearts with chicken, avocado, sliced radishes, cilantro, cheddar cheese, crispy tortilla strips and lemon vinaigrette. (serves 10)

**Seasonal Salads**..... Pint \$7.95 / Quart \$15.00  
We offer a changing selection of fresh made salads based on what is delicious and in season.

## BUILD YOUR OWN

**Interactive Lunch**..... \$12.00 per person, 6 person minimum  
A spread sure to please everyone: a build your own sandwich and salad bar.

Sandwich bar offers a variety of meats and cheeses, bread, fresh produce and a variety of spreads.

The salad bar includes a variety of lettuces, fresh produce and vinaigrettes.

## BOXED SANDWICHES

**Custom Lunch Box Creator**..... \$14.00 per Lunch Box  
Treat yourself and your guests with a customized lunch box!  
Each box carries a full-sized sandwich, one side, and one fresh-baked cookie!

Follow the steps to create up to 3 custom boxes:

**STEP 1:** Choose up to 3 different kinds of sandwiches

- **Avo Jack:** Avocado, jack cheese, tomatoes, roasted red peppers, mayo, organic local greens
- **Turkey Basil:** Roasted turkey, pesto aioli, onions, organic local greens
- **Asian Chicken:** Teriyaki chicken, cilantro-wasabi aioli, marinated carrots, crispy wonton, organic local greens
- **Tuna Salad:** Tuna salad (Albacore tuna, artichoke hearts, salt, pepper, sundried tomatoes, mayo), pickled onions, organic local greens
- **Joe's Favorite:** Ham, mayo, Baby greens, tomatoes, provolone cheese

**STEP 2:** Pair a side with each sandwich.

- Chips
- Seasonal salad (+\$1.00 for fruit salad)
- Local lettuce salad

**STEP 3:** Finish each box of with a fresh baked cookie

- Chocolate chip w/ walnuts
- Peanut butter
- Oatmeal raisin

**STEP 4:** Tell us how many would you like to order.

## PINWHEELS

**Tasty Two-Bite Pinwheels**..... Small \$38.00 / Medium \$68.00 / Large \$95.00

Options to choose from:

- Chicken  
w/herbed cream cheese and organic mixed greens.
- Hummus  
w/ cucumbers, avocado, roasted peppers and organic mixed greens.
- Roasted Turkey  
w/ crispy bacon, avocado, herbed cream cheese and organic mixed greens.
- Teriyaki Chicken  
w/ marinated carrots, green onions, wasabi aioli and organic mixed greens

Pick 1 option for Small (30 bites)

Pick 2 options for Medium (serves 60 bites)

Pick 3 options for Large (serves 90 bites)

**Additional Entrees Available By Request.  
Please Inquire!**

**Contact us with any questions:**

Email: [catering@butterybakery.com](mailto:catering@butterybakery.com)

Call: (831) - 458 - 3020 EXT: 3

## SANDWICHES

**Express Sandwiches** ..... Small \$48.00 / Large \$96.00  
Petite versions of our tasty ham or turkey sandwiches with gouda on a buttered french baguette. Small (serves 16) / Large (serves 32).

**Buttery Super Sub** ..... \$30.00  
A giant francese baguette toasted with oil and balsamic vinegar, then layered with ham, salami, provolone and olive tapenade.  
Served whole or sliced. (serves 3-7)

**BLTA Super Sub** ..... \$30.00  
A giant francese baguette layered with crispy bacon, sliced roma, tomato, avocado, and organic mixed greens. Served whole or sliced. (serves 3-7)

**Custom Sandwich Platter** ..... \$3.00 per Tray  
Choose as many sandwiches as you like from our sandwich menu, we will cut them in half and arrange them on a disposable sandwich platter. Price does not include cost of sandwiches.

## APPETIZER

**A Trio of Cheese "Cheeseball"** ..... \$35.00  
A retro classic! Cheddar, gorgonzola, and cream cheese creamed together with herbs, then rolled in toasted pecans. Served with olive oil and garlic brushed crostini. (serves 10-20)

**Artichoke Spinach Dip** ..... \$25.00  
Spinach and artichoke hearts mixed into a creamy dip with parmesan, lemon, and nutmeg. Served in a sourdough bowl along with soft baguette pieces. (serves 8-10)

**Antipasto Platter** ..... Small \$65.00 / Large \$95.00  
A delicious combination of grilled seasonal vegetables, cherry tomatoes, provolone cheese, spice roasted potato wedges, olives, homemade pickles, and marinated mushrooms. Small (serves 10-15) / Large (serves 20-30)

**Crudit  Tray** ..... Small \$55.00 / Large \$90.00  
A beautiful array of fresh vegetables and homemade gorgonzola dressing for dipping. Small (serves 15-20) / Large (serves 25-40)

**Crostini Platter** ..... \$45.00  
Savory olive oil and garlic brushed crostini paired with your choice of: rustic eggplant ratatouille, curried chicken salad, or heirloom tomato bruschetta (summer availability). (serves 30)

**Sweet Onion Tart** ..... \$30.00  
Caramelized onions, thyme roasted tomatoes, and kalamata olives baked into a puff pastry frame and topped with shaved parmesan. (serves 12-16)

**The Mediterranean Feast** ..... \$213.00  
Antipasto platter, Spanish style chicken, grilled veggie lasagna, spinach salad, a baguette, and two pies. (serves 16)

## DESSERT

**Our Favorite Chocolate Cake** ..... Short \$30 (serve 6 - 8) / Tall \$38.00 (serve 10 - 12)  
Devil's food cake with ganache filling and ganache glaze.

**German Chocolate Cake** ..... Short \$30 (serve 6 - 8) / Tall \$38.00 (serve 10 - 12)  
Mocha cake, traditional brown sugar, coconut and pecan filling glazed with ganache.

**Carrot Cake** ..... Short \$30 (serve 6 - 8) / Tall \$38.00 (serve 10 - 12)  
Fresh carrots, coconut, and pineapple, iced with cream cheese and walnuts.

**Mix Cookie Box Set** ..... \$25 (15 cookies)  
Comes with 3 of each cookie: Chocolate Dream, Oatmeal, Chocolate Chip, Pumpkin, & Pecan Buttercrunch (15 cookies)

## ENTREES/DINNERS

**Macaroni and Cheese** ..... Small \$35.00 / Large \$70.00  
Old-fashioned macaroni and cheese topped with a crisp layer of herbed bread crumbs. Small (serves 9) / Large (serves 18)

**Seasonal Squash Lasagna** ..... Small \$45.00 / Large \$90.00  
Lasagna noodles layered with zucchini or butternut squash, italian sausage, provolone, parmesan and fresh herbed cream sauce.

**Grilled Veggie Lasagna** ..... Small \$45.00 / Large \$90.00  
Grilled zucchini, eggplant and red pepper layered into lasagna noodles with ricotta cheese, parmesan and marinara. Small (serves 9) / Large (serves 18)

**Chicken Enchiladas** ..... Small \$55.00 / Large \$105.00  
Corn tortillas filled with chicken, cheddar cheese, cilantro and tomatillo salsa. Small (serves 9) / Large (serves 18).

**Chicken Pot Pie** ..... \$30.00  
Chicken and saut ed vegetables folded into a creamy bechamel and topped with a buttery crust.

**Spanish Style Chicken** ..... \$24.00  
Chicken baked with lemon, olive oil, garlic, and smoked Spanish paprika; served at room temperature. (serves 8)

**Baked Penne in Basil Cream Sauce** ..... Small \$35.00 / Large \$70.00  
Penne pasta folded into a creamy pesto sauce and baked with a crispy cheesy top. Small (serves 9) / Large (serves 18)

## BEVERAGE TRAVELERS

### HOT BOXES

All hot beverages are served in a convenient disposable box that keeps beverages hot for up to 2 hours and are served with cups, lids, and hot holders

**Coffee Traveler** ..... \$17.99  
Fresh brewed coffee, cream, and sugar. (serves 12)

**Gourmet Tea** ..... \$17.99  
Whole leaf tea bags, cream, and sugar. (serves 12)

**Homemade Chai** ..... \$24.99  
Served with your choice of milk or soy. (serves 12)

**Hot Chocolate** ..... \$24.99  
Homemade chocolate ganache melted into milk. (serves 12)

### QUARTS ON THE GO

All fresh juices are made to order and served in a glass quart jar.

**Fresh Squeezed Orange Juice** ..... \$14.00  
Juiced to order with fresh navel oranges. (serves 4)

**Freshly Squeezed Lemonade** ..... \$12.00  
Lemons juiced to order and whisked up with sugar. (serves 4)

**Iced Tea** ..... \$12.00  
Brewed in the morning, cooled and served fresh. Lemon wedges included. (serves 4)

## Utensils & Delivery Fee

**Utensil set** ..... \$ .50 / set  
Compostable plates, napkins and flatware

**Delivery within Santa Cruz** ..... \$50  
Delivery orders require a \$250 food minimum before tax

**Delivery outside of Santa Cruz** ..... Please Inquire