

Shasta County Department of Resource Management

Environmental Health Division

1855 Placer Street, Suite 201, Redding CA 96001

Telephone (530)225-5787 Fax (530)225-5413

APPLICATION FOR CATERING OPERATION

Catering Operation Name: \_\_\_\_\_

Owner/Operator: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Commissary Information- *Attach Commissary Verification Form to this application*

Name of Commissary: \_\_\_\_\_

Address: \_\_\_\_\_

Commissary Permit Holder: \_\_\_\_\_ Phone No: \_\_\_\_\_

The following information is required to accompany this application. Check the following items as you include them with this document.

- Standard Operating Procedures (SOP's)-** A space has been provided for you to develop your SOP's beginning on page 3. If handwriting instead of typing, handwriting must be legible.
- Professional Food Safety Manager's Certificate and Food Handler Cards-** An owner or employee must have a valid Food Safety Manager's Certification and all employees must have current food handler cards. Include copies.
- Menu-** List all food and beverage items to be sold or served.
- Specification Sheets-** of all equipment used to store, prepare, serve, transport and keep food at required temperatures both at the off-site contracted event and at the commissary kitchen. Submit manufacturer specification or cut sheets for your equipment, including the portable mechanical refrigeration, overhead protection/enclosure, and portable hand-washing sink(s) carts that will be utilized during a Catering event. Provide documentation that shows the certification for sanitation and electrical standards by an American National Standards Institute (ANSI) accredited certification program such as NSF, UL EPH, or ETL sanitation showing that your equipment is food grade. **(If you are using existing equipment at a permitted kitchen, you do not need to provide this information.)**

■ **Log**- A written log must be maintained for a minimum of 90 days after each operation to include the event organizer name and contact information, location of service, menu of foods and beverages served. When operating at a host facility, the log shall include your menu and location/date/time of operation. Please describe how you will log this information (i.e. What type of database) and provide a sample of that log.

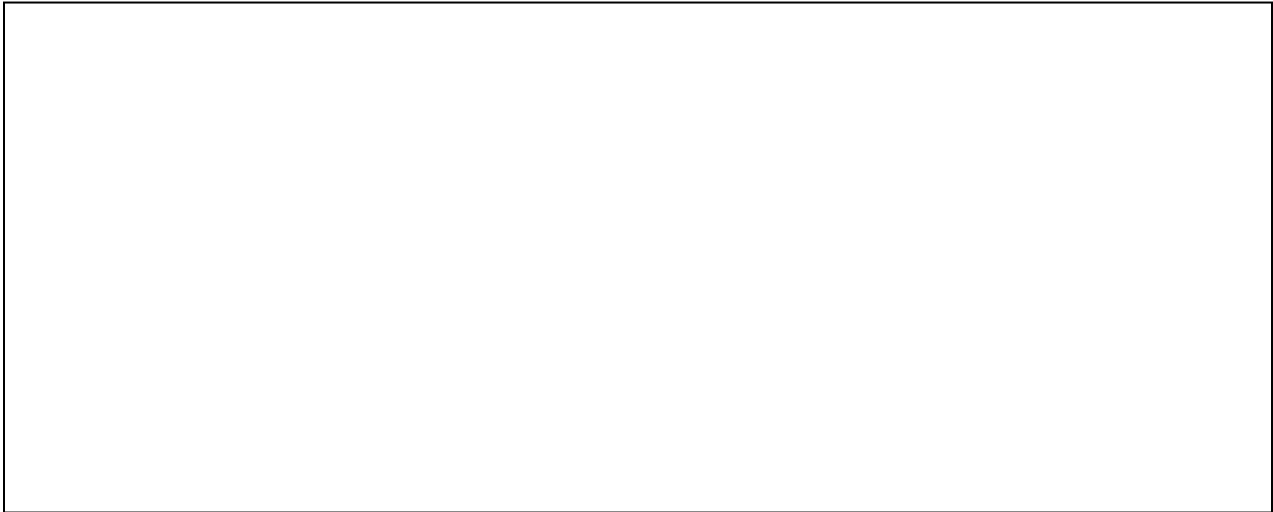
■ **Commissary Verification Form**-The caterer must prepare and store all food (with the exception of limited food prep defined in Section 113818) and equipment at a commissary kitchen. Unless the caterer also owns and operates a permitted retail brick and mortar food facility, a commissary verification form is required with the application.

Please develop your SOP's in this section in accordance with California Retail Food Code Section 114328 (c) (1) – (5). You may add additional pages as needed. Handwriting MUST be legible. SOP's must include information that addresses the following:

- 1.) Describe the manner in which food will be transported to and from the commissary/permanent food facility and the offsite food service location or host facility and the procedures that will prevent contamination of the food. Transportation must be done in a vehicle that meets the requirements of Section 113982. See definitions and code sections beginning on page 7.

- 2.) Describe the equipment used for limited food preparation, as defined in Section 113818 (Page 8), that is to be conducted at an offsite food service event. Overhead protection is required for all food preparation except for open air BBQ and deep fat frying. Also describe equipment that will be used at your commissary kitchen.

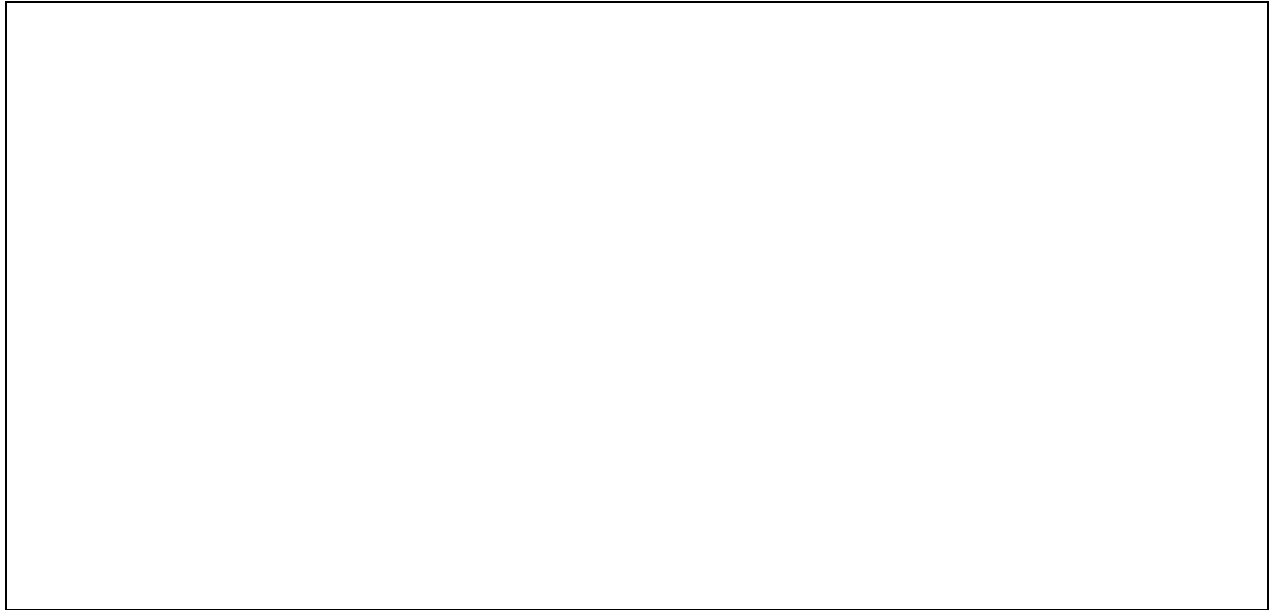
- 3.) Describe how temperatures of potentially hazardous food will be maintained in accordance with Section 113996. Be specific about hot holding of 135 degrees F or above both during transport and at the event and cold holding of 41 degrees F or below both during transport and at the event.



- 4.) Describe schedules and procedures for cleaning and sanitizing multi-use utensils, equipment and for the proper disposal of wastewater and refuse. Describe cleaning of any structures including floors, walls, and overhead protection. Also describe which sanitizing method you will use for food contact surfaces at your commissary kitchen. (i.e. Contact with a solution of 100 ppm available chlorine for at least 30 seconds, contact with a solution of 200 ppm available quaternary ammonium for at least one minute, etc.)



5.) Describe your handwash set up that will ensure compliance with Section 113953.  
Describe when employees are required to wash hands.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of their handwashing station and the circumstances under which employees must wash their hands.

**Please read and initial to confirm understanding and agreement with the following California Retail Food Code (CRFC) and Shasta County Environmental Health Division (SCEHD) requirements:**

- \_\_\_\_\_ A. All food and equipment shall be stored and prepared only at the commissary/permitted permanent food facility. A caterer operation may not store or prepare food or equipment at home. (An alternative storage variance may be granted depending on specific circumstance, however, PHF cannot be stored at home despite variance.)
- \_\_\_\_\_ B. A Catering Operation Permit may be used to prepare and serve food at private events and permitted Host Facilities only. Operating at a Community Event or Certified Farmer's Market requires a Permit to Operate a Temporary Food Facility.
- \_\_\_\_\_ C. Food preparation and dispensing utensils shall be stored in the food with their handles above the top of the food and the container.
- \_\_\_\_\_ D. Equipment food contact surfaces and utensils shall be cleaned and sanitized throughout the day at least every four hours and again at the commissary/permanent food facility.
- \_\_\_\_\_ E. While operating offsite, the Catering Operation shall be identified by the name of the business, city, state, zip code, and the name of the permitted operator to any consumer or enforcement agency upon request. A sign and permit must be posted while operating.
- \_\_\_\_\_ F. Operating at a Host Facility is limited to a four (4) hour duration in any twelve (12) hour period. Upon request, you must provide your operation schedule to Environmental Health for review.
- \_\_\_\_\_ G. A Catering Operation shall maintain records for 90 days after each event. The catering operation shall provide those records to the enforcement agency upon request with ALL of the following information:
- Menu items
  - Location, date, and time of the food service activity
  - Customer name, address, email address, and phone number
  - Indicate whether food was delivered to a customer or served to a guest at a catered function or host facility.
  - Departure and arrival food temperatures and corrective action taken for PHF within the temperature danger zone
- \_\_\_\_\_ H. The caterer shall bring an adequate supply of potable water to the offsite event in the absence of a plumbed potable water supply.

- \_\_\_\_\_ I. The Person In Charge (PIC) on behalf of the Catering Operation shall be onsite during all operating hours and shall ensure each of the following:
- Protection of the food from contamination during service
  - Food preparation areas have overhead protection
  - Provide utensils for single use as to eliminate reuse of a soiled/contaminated utensil
  - Ensure consumers obtain clean plates or utensils when returning to the self- service display
  - Replace utensils that become contaminated with clean and sanitized utensils
  - Discards any PHF not consumed or sold that were subject to temperature abuse
  - Discards any food that has become contaminated or is suspected of being contaminated
  - Have adequate knowledge of major food allergens, foods identified as major food allergens, and the symptoms that a major food allergen could cause in a sensitive individual who has an allergic reaction
  - Ensure that all food handlers are in good health and free of any gastrointestinal symptoms or illness. Employees with these symptoms shall be excluded from the food operation.
  - Ensure that food handlers practice personal cleanliness (hair, aprons, jewelry, nails etc.) and hand hygiene.
  - Ensure that a toilet facility is available within 200 feet of the operation
  - Ensure that adequate consumer advisory is posted for any foods of animal origin that are served raw or undercooked.

\_\_\_\_\_ J. Understands that SCEHD is to conduct routine inspections at the commissary during a time when food preparation is occurring and agrees to cooperate with regards to scheduling said inspection.

\_\_\_\_\_ K. Agrees to keep an open and honest communication with SCEHD should anything change (menu, commissary, procedures etc.) with this Catering Operation.

I/we will comply with the requirements of a Catering Operation as dictated in California Retail Food Code, as required by Shasta County Environmental Health Division, and as laid out in this application. If there are ANY changes to my standard operating procedures (SOP's) or other information, I will contact Shasta County Environmental Health Division for approval prior to the change:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name Printed: \_\_\_\_\_

For Office Use Only:  Approved  Denied, reason: \_\_\_\_\_

Staff Signature: \_\_\_\_\_, REHS

Date: \_\_\_\_\_