

XXXXXXXXXX

## **Catering Operation Application Packet**

XXXXXXXXXX

### **Application checklist:**

- Complete and submit Application for Permit to Operate**
- Pay annual permit fees**
- Understand and comply with the Catering Operation Requirements outlined in this packet**
- Submit a copy of a valid food manager certification**
- Complete and submit a valid Commissary Letter**
- Complete and submit sample Menu/Procedure list**

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**Definitions**

A **caterer** is any person/entity who supplies food and beverages and/or related services to any off premise public or private function. Per the California Uniform Retail Food Facilities Law, caterers are required to have a valid health permit. If you are catering without a health permit, you must cease all food preparation until a valid health permit has been obtained.

A “**cook for hire**” is not required to have a valid health permit. A “cook for hire” is any person hired to prepare and/or serve food at a private function. No food or utensils may be stored, prepared or handled at the private home of the “cook for hire”.

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**Administrative requirements**

The following requirements must be complied with to operate under a catering operation permit:

1. A caterer must apply for a Permit to Operate and submit annual payment of permit fee.
  2. A catering operation may only take place from a permitted food establishment (private homes cannot be permitted). A completed commissary letter must be submitted.
  3. Caterers must fill out a detailed sample Menu/Procedure List to be completed once a year, and each time the menu changes. A specialist from environmental health will review and approve the Menu/Procedure List completed by the caterer. The specialist will verify that the food is obtained from approved sources and an approved facility is provided for:
    - transportation,
    - food and equipment storage,
    - equipment/multi-use utensil cleaning and sanitizing,
    - refuse disposal,
    - food packaging, and
    - food preparation.
  4. A current food safety certification is required.
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## Catering Operation Requirements

**Please Note:** All caterers, catering employees and volunteers MUST comply with the following requirements during preparation and all hours of operation. All catering operations are subject to inspection by the Environmental Health Division.

### I Food Handling – Sanitary Requirements:

#### A. Food Preparation

1. **Use of food prepared or stored at home is prohibited at a catered function**
2. All food handling and preparation related to the catering operation shall take place within the approved commissary, unless otherwise approved by the Environmental Management Department. Commissary locations are subject to bi-annual inspection by the Environmental Management Department. Commissary locations and catering operations are subject to and must be in compliance with all pertinent sections of the California Retail Food Code (CalCode). A complete copy of CalCode may be viewed at <http://www.emd.saccounty.net/Documents/Info/EH/CalCode.pdf>

#### B. Temperature Control – Adequate temperature control shall be provided for all perishable (potentially hazardous) foods. **Provide a metal probe thermometer** to check temperatures during the catered event.

1. **Cold foods** – maintain food temperatures at **41° Fahrenheit** or below.
2. **Hot foods** – maintain food temperatures at **135° Fahrenheit** or above.

**NOTE:** This will require sufficient equipment to maintain required temperatures for all perishable food at a catering site (e.g. steam tables, chafing dishes, refrigerators, coolers).

3. **Cooking Temperatures** – Minimum internal cooking temperatures of potentially hazardous foods (phf) are as follows:

ground beef	157°F
poultry, stuffed food	165°F
eggs	145°F
pork	145°F

4. Food in transit must be protected from contamination and must meet the temperature requirements noted above. Catering vehicles shall be maintained in a clean, sanitary condition.

### **C. Food Handlers**

1. Food Handlers must be clean and in good health.
2. Food Handlers shall wash their hands and arms with soap and warm water prior to the start of food preparation activities, after handling raw meats, after using the restroom and as necessary to prevent food contamination. If the catered event is held at a site where no hand wash facilities are available, the caterer is responsible for bringing their own.
3. Clean aprons and outer garments must be worn and hair must be restrained.
4. Sanitary food handling techniques must be practiced at all times. Whenever practical, food handlers shall use tongs, disposable plastic gloves or single use tissue when handling food.

**D. Ice** – Ice used for refrigeration at a catering event cannot be used for consumption.

**E. Condiments** – Condiment containers used at a catering event shall be the pump type, squeeze containers, or have self-closing covers or lids for content protection. Single service packets are recommended.

### **F. Toilet Facilities**

1. At least one toilet facility, with available handwashing, for every 15 employees shall be provided within 200 feet of each catering site.

**G. Smoking** – Smoking is prohibited during the preparation and serving of food at a catered event.

### **H. Storage/Service**

1. All food, beverage, utensils, and related equipment shall be stored displayed and served so as to be protected from contamination.
2. All foods, beverages, utensils and related equipment must be stored at least 6 inches off of the floor.
3. During the catered event, an area separate from food preparation and food storage must be provided for the storage of employee clothing or personal belongings.

**I. Open-Air BBQ Facilities** – An open-air BBQ may be used in conjunction with a catered event. The BBQ may be used for cooking, roasting or broiling over live coals (wood, charcoal or gas heated). The BBQ may not be used for warming foods or maintaining food temperatures in pots or other containers.



Countywide Services Agency

Environmental Management  
Department

Environmental Health Division  
John Rogers, Chief

Terry Schutten, County Executive  
Jim Hunt, Acting Agency Administrator  
Val F. Siebal, Department Director

## County of Sacramento

### LIST OF APPROVED AND ACCREDITED FOOD SAFETY CERTIFICATION EXAMINATIONS

This list of trainers is provided for your convenience and does not represent an endorsement by this Department. Locations and fees may vary, please call several organizations to find a class that best meets your needs. The Sacramento County Environmental Health Department does not administer certification exams, provide training or study materials for this exam.

**The ServSafe® Serving Safe Food  
Certificate Examination**  
National Restaurant Association  
(800) 765-2122  
[www.nraef.org](http://www.nraef.org)

**Prometric**  
(800) 624-2736  
[www.prometric.com/foodsafety](http://www.prometric.com/foodsafety)

**Professional Testing, Inc.**  
**National Registry of Food Safety Professionals**  
(800) 446-0257 FAX (407) 352-3603  
[www.nrfsp.com](http://www.nrfsp.com)

**Food Marketing Institute's Supersafe Mark  
Food Marketing Institute**  
(202) 452-8444 (202) 429-4519 (FAX)  
[www.fmi.org](http://www.fmi.org)

### Organizations and Private Companies

**A Better Company for Premier Food Safety**  
(800) 676-3121  
Class – Korean, English, Chinese, Vietnamese,  
Spanish  
Exam – Prometric, Serv-Safe, National Registry, Online  
Training  
Contact – Byong W. Yoo/Jean Chong  
[www.abettercompanyfoodsafety.com](http://www.abettercompanyfoodsafety.com)

**A School for the People**  
La Escuela De La Gente  
(888) 851-3663  
Class – English, Spanish  
Exam – Prometric and ServSafe  
Contact – Tony Barajas

**A Way For Safe Food Handling**  
(916) 208-1521  
Class – English, Spanish  
Exam – National Registry of Food Safety Professionals  
Contact – Raul Soto

**American Food Safety Institute**  
(800) 723-3873  
Class – English  
Exam – Prometric and ServSafe  
Contact- Dr. David Nash

**Business Environmental Resource Center (BERC)**  
(916) 364-4110  
Class – English  
Exam - ServSafe  
Contact – Dwayne O'Donnell

**California Restaurant Association**  
(800) 765-4842 or (916) 447-5793  
Class – English, Spanish  
Exam – ServSafe  
Contact – Kathy Biehl

**Cathryn Watson**  
(310) 379-8992  
Class English, Spanish  
Exam- ServSafe  
Contact- Cathryn Watson

**Family Health Services Training Center**  
Foodhandler Education and Safety Program  
(800) 294-2192 or (916) 979-7030  
Class – English, Spanish  
Exam – Prometric  
Contact – Oscar Stitt

**Mr. Food Safety**

(800) 953-3822  
Class – English, Spanish, Japanese  
Exam – Prometric and ServSafe  
Contact – Abraham Wilson

**American Red Cross**

(800) 520-5433 or (916) 368-3166  
Class – English

**Food Handlers of California**

Preparadores de Comida de California  
(626) 288-6898  
Class – English, Mandarin, Spanish  
Exam – Prometric  
Contact – Abigail Wei

**Food Safety Educators**

(831)768-9633  
Class – English, Spanish  
Exam – Prometric and ServSafe  
Contact – Enrique Guana

**Food Safety Now!**

(707) 823-1417 or 800) 396-1417  
Class – English, Spanish  
Exam – Prometric and ServSafe  
Contact – Abigail Goodman

**Food Safety Training, Inc.**

(800) 537-9863  
Class – English, Spanish  
Exam – National Registry of Food Safety  
Contact – Craig Bissell

**Food Service Assist**

(707) 443-2419  
Class – English  
Exam – National Registry of Food Safety Professionals,  
HACCP  
Contact – Carol Miller  
Website – [www.foodserviceassist.com](http://www.foodserviceassist.com)

**George Young Consulting**

Food Safety Assessment, Compliance and Training  
(510) 792-1168 or (510)862-6319 (Cell)  
Class – Cantonese, Mandarin  
Exam – ServSafe and other tests  
Contact – George Young

**Jeffrey Nelken & Associates**

(818) 703-7147  
Class – English, Spanish, Chinese  
Exam – Prometric  
Contact – Jan Blye

**Korean American Business Association**

(213) 368-0848  
Class – Korean  
Exam – ServSafe  
Contact- -Jong Min Kang

**NSF International**

Center for Public Health Education  
(800) NSF-MARK or (800) 673-6275  
Class – English  
Exam – Prometric, National Registry of Food Safety  
Professionals  
Contact – Nancy Quay

**Safe at the Plate - Sacramento Office**

(888) 804-7233  
Class – English, Spanish  
Exam – Prometric and ServSafe  
Contact – Sarah Vitale

**Steritech**

(858) 535-2040  
Class – English, Spanish, French Canadian  
Exam – ServSafe  
Contact – Christine Verplank

**TAP Services**

(888) 826-5222  
Class – English, Spanish, Online Training  
Exam – Prometric  
Contact – George Roughan

**Western Exterminator Company**

(714) 926-1873  
Class – English, Spanish, CD Rom Available  
Exam – Prometric, National Registry of Food Safety  
Professionals  
Contact – Janet Yalderzian



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**\*COMMISSARY VERIFICATION  
 Catering Operation**

<b>Office Use Only</b>	<b>CT #</b> _____	<b>FAC #</b> _____	<b>PR#</b> _____
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**Catering Operation BUSINESS INFORMATION**

Business Name: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_  
 Owner Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: ( ) \_\_\_\_\_

*The above-mentioned catering operation shall operate out of an approved commissary and shall report to the commissary at least once each operating day. If the use of the commissary is discontinued, the permit-holder must notify the Environmental Health Division (916) 875-8440 to make the necessary changes.*

_____	_____
Signature Catering Operation Owner	Date

**COMMISSARY INFORMATION**

Commissary Business Name: \_\_\_\_\_  
 Commissary Owner's Name: \_\_\_\_\_  
 Commissary Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: ( ) \_\_\_\_\_

Type of Facility:     Commissary     Restaurant     Market     Other \_\_\_\_\_

***I, the Commissary Owner/Operator, can and will provide the necessary facilities for the above-mentioned Catering Operation at my permitted facility as checked below:***

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Preparation of food                   | <input type="checkbox"/> Utensil Wash      | <input type="checkbox"/> Store refrigerated/frozen food |
| <input type="checkbox"/> Electrical hook-up                    | <input type="checkbox"/> Store Dry Food    | <input type="checkbox"/> Store Supplies                 |
| <input type="checkbox"/> Toilet & handwashing                  | <input type="checkbox"/> Overnight parking | <input type="checkbox"/> Supply food products           |
| <input type="checkbox"/> Waste tank sewage disposal facilities |  |   |

_____	_____
Signature of Commissary Owner	Date

\*Commissary means a food establishment in which food, containers, equipment, or supplies are stored or handled, food is prepared or pre-packaged for sale or service at other locations, utensils are cleaned, and liquid or solid wastes are disposed of.

**MENU/PROCEDURE LIST**  
**(Tear out and provide a copy to Environmental Health)**

List all food and beverage items (e.g., tacos, tortilla, shredded chicken, salsa, lemonade, etc.).	Give the location name, address, & phone number of place where the food is prepared. (COMMISARY)	How will food be cooked (e.g., BBQ, deep-fry, grill, steam, etc.).	What type of insulated container will be used to transport potentially hazardous foods to keep them above 135°F or below 41°F?	Type of food holding units at function (e.g., ice chest, freezer, chafing dishes, crock pot, etc.).	Equipment used to reheat prepared foods at function (e.g., microwave, grill gas burner).
1.					
2.					
3.					
4.					
5.					
6.					