

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**

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”.

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.
-

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	155°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.

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.					



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

Sacramento County Environmental Health Department does not administer certification exams, provide training, or study materials for the exam. 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.

Please note: Ensure the exam you choose is approved by the American National Standards Institute-Conference for Food Protection (ANSI-CFP). Non-ANSI-CFP certificates cannot be accepted.

**The ServSafe® Serving Safe Food
Certificate Examination**

National Restaurant Association
Ph: (800) 765-2122
Online Services
Website- www.servesafe.com

Prometric

Ph: (800) 624-2736
Website- www.prometric.com/foodsafety

Professional Testing, Inc.

National Registry of Food Safety Professionals
Ph: (800) 446-0257 FAX (407) 352-3603
Website- www.nrfsp.com

**Food Marketing Institute's Supersafe Mark
Food Marketing Institute**

Ph: (202) 452-8444 (202) 429-4519 (FAX)
Website- www.fmi.org

Organizations and Private Companies

Sacramento Food Safety Learning Center

Ph: (916) 420-7428 or (916) 692-0933
Class – English, Chinese
Exam – ServSafe & National Registry of Food
Safety Professionals (FSP)
Contact—Kawai (Billy) Ng
Email- Ng.foodsafetylc@gmail.com

A Better Company for Premier Food Safety

Ph: (800) 676-3121
Class – Korean, English, Chinese, Vietnamese,
Spanish
Exam – Prometric, Serv-Safe, National Registry,
Online Training
Contact – Byong W. Yoo/Jean Chong
Website- www.abettercompanyfoodsafety.com

A School for the People

La Escuela De La Gente
Ph: (888) 851-3663
Class – English, Spanish
Exam – Prometric and ServSafe
Contact – Tony Barajas

A Way For Safe Food Handling

Ph: (916) 208-1521 or (916) 428-1065
Class – English, Spanish
Exam – National Registry of Food Safety
Professionals
Contact-Raul Soto

California Restaurant Association

Ph: (800) 765-4842 or (916) 447-5793
Class – English, Spanish
Exam – ServSafe

Fahrenheit By Chef Ronnie

Ph: (916) 961-2243 or (916) 807-4003
Class -- Online, On & Offsite, English & Spanish
Exam – ServSafe
Contact – Chef Ronnie, CDM, CFPP, FMP
Website- www.bychefronnie.com

Family Health Services Training Center

Foodhandler Education and Safety Program
(916) 240-1495
Class – English, Spanish
Exam – Prometric
Contact – Oscar Stitt

Mr. Food Safety

Ph: (800) 953-3822
Class – English, Spanish
Exam – ServSafe
Contact – Abraham Wilson
Website- www.mrfoodsafety.com
Email- mrfoodsafety@aol.com

Food Handlers of California

Preparadores de Comina de California
Ph: (626) 288-6898
Toll Free: (888) 698-1688
Class- English, Chinese/Mandarin, Spanish
Exam- National Registry of Food Safety
Professional AND ServSafe
Contact- Abigail Wei

Food Safety Educators

Ph: (831) 521-4639 or (209) 762-2244
Class – English, Spanish
Exam – Prometric and ServSafe
Contact – Mario Nieto
Website- www.foodsafetyeducators.net

Food Safety HACCP Compliance

Jeffrey Nelken
Ph: (818) 703-7147
Class – English, Spanish
Exam – Prometric, ServSafe, National Registry of Food Safety Professionals
Contact – Jan Blye
Website- www.foodsafetycoach.com

Food Service Assist

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

Focus Food Safety

Ph /Fax (800) 845-2573
Exam – Prometric
Contact – Mario Gamal
Website- www.focusfoodsafety.com
Languages: Korean, Spanish, English, Vietnamese
Class: English, Spanish
Test: English, Spanish, Korean, Vietnamese

George Young Consulting

Food Safety Assessment, Compliance and Training
Cell: (510) 862-6319 or (510) 792-1168
Class – English, Cantonese, Mandarin
Exam – ServSafe, National Registry of Food Safety Professionals
Contact – George Young

A Training Company

Ph: (877) 227-5212
Class – English
Exam – ServeSafe, Food Handler Card,
email: info@atrainingcompany.com
website: www.atrainingcompany.com

NSF International

Online Training and Materials Only
Center for Public Health Education
Ph:(800) 673-6275
Class – English
Exam – Prometric, National Registry of Food Safety Professionals
Contact – Nancy Quay
Website- www.nsf.org/training

Safe at the Plate - Sacramento Office

Private for 12 or more people
(888) 804-7233 or (800) 211-2754
Class – English, Spanish
Exam – Prometric and ServSafe
Contact – Sarah Vitale
Website- www.safeattheplate.com

Steritech

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

TAP Series

Ph: (888) 826-5222
Class – English, Spanish, Online Training
Exam – Prometric, ServSafe, National Registry of Food Safety Professionals
Contact – George Roughan
Website- www.tapseries.com

Western Exterminator Company

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

East Bay Food Safety

Ph: (510) 978-5900
Class – English
Exam – ServSafe
Contact – Al Gargantilla
Website – www.eastbayfoodsafety.com
Email – info@eastbayfoodsafety.com

California State Food Safety

Ph: (888) 870-0850
Class: English, Spanish, Punjabi, Hindi, Urdu
Test : English, Spanish, Vietnamese, Chinese, Korean
Exam: Prometric
Contact: Phil Sekhon / Paula Keur
Website: www.californiastatefoodsafety.com
Email: foodsafetyclass@yahoo.com



COMMISSARY or MSU VERIFICATION
MOBILE FOOD FACILITY (MFF)/ MULTI EVENT VENDORS (MEV)/ CATERER

FA #	
PR#	

MFF/MEV/CATERER BUSINESS INFORMATION:

Type of Facility: ☐ MEV ☐ MFF – Cat. A ☐ MFF – Cat. B ☐ MFF – Cat. C ☐ MFF- Cat. D ☐ CATERER
(Food prep. at commissary)

MFF/MEV/Caterer Business Name: _____

License Plate Number (if applicable): _____

Owner Name: _____

Owner Mailing Address: _____ City: _____ Zip Code: _____

Phone Number: _____
(Home) () (Mobile) ()

I, the above-mentioned MFF/MEV/Caterer Owner will operate out of the below mentioned commissary and report to the commissary at least once each operating day for cleaning and servicing (As noted below) (Calcode Sec. 114297). I will store the vehicle (if applicable) at the approved commissary or another approved location. If the use of the commissary is discontinued, I will notify the Environmental Health Division at (916)875-8440 to make the necessary changes.

Signature of MFF/MEV/Caterer Owner

Date

COMMISSARY INFORMATION:

Type of Facility: ☐ Commissary ☐ MSU ☐ Restaurant ☐ Market ☐ Other

Commissary Business Name: _____

Commissary Owner's Name: _____

Commissary Address: _____ City: _____ Zip Code: _____

Phone Number: (Business) () (Mobile) ()

- | | | |
|---|---|--|
| <input type="checkbox"/> Preparation or packaging of food | <input type="checkbox"/> Potable water supply | <input type="checkbox"/> Overnight parking |
| <input type="checkbox"/> Electrical hook-up | <input type="checkbox"/> Warewashing | <input type="checkbox"/> Refrigerated/ frozen food storage |
| <input type="checkbox"/> Toilet & handwashing | <input type="checkbox"/> Dry food storage | <input type="checkbox"/> Supplies storage |
| <input type="checkbox"/> Waste tank/ sewage disposal facilities | <input type="checkbox"/> Waste grease removal | <input type="checkbox"/> Supply food products |

I, the Commissary Owner, can and will provide the necessary facilities as checked for the above-mentioned MFF/MEV/Caterer at my permitted facility:

Signature of Commissary Owner

Date

NOTE: The signature of Commissary Owner must be a wet/original within 30 days of applying for permit. NO COPIES.

NOTE: Use of an unapproved facility for any of above purposes can lead to revocation of your permit to operate.

Commissary Approval: ☐ Pending ☐ Approved ☐ Disapproved

Verified by: _____ Date: _____ Comments: _____