



Catering Operations

A **caterer** is a person or company that prepares and cooks food from a food facility with a Public Health Permit (permitted food facility).

Only permitted food facilities that are **approved for food preparation** can conduct Catering Operations.*

All caterers or restaurants offering catering services must have a valid **Public Health Permit**.

Catering does not include takeout, delivery for self-service, or food service at community events.

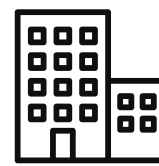
***Microenterprise Home Kitchen Operations (MEHKOs) are not permitted to Cater.**



Off-Site

A location that is not a restaurant or commercial kitchen where a caterer provides food for a private, pre-arranged event with a set menu and a known number of guests.

If off-site location does not have access to clean drinking water, the caterer must bring enough water to last the entire operation.



Host Facility

A permitted facility in a brewery, winery or commercial business that supports a catering operation. A host facility **must obtain a Public Health Permit**.

A catering operation can serve food at a permitted Host Facility for a maximum of **four hours** within any 12-hour period.

REQUIREMENTS

Food Preparation

- All food must be **prepared** and **stored** at an approved, permanent food facility prior to being transported to the off-site food service location.
- Limited food preparation at an off-site location may only be done upon approval of the Standard Operating Procedure.
- Access to potable water (water that is safe to drink) or an adequate supply of potable water are required at off-site locations.



Hand Washing and Toilet Facility

- Adequate handwashing facilities must be available at off-site food service events.
- Permanent toilet and handwashing facilities must be within 200 feet of the off-site food service operation.



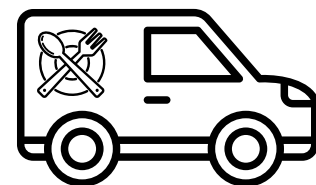
Protecting Food From Contamination

- Provide overhead protection over all food handling areas.
- Foods that were held in ice chest style coolers at **45 degrees must be discarded.**
- Dispose of any food that has become contaminated, is suspected of contamination, or is considered unsafe due to improper maintenance of safe holding temperatures.
- Supply utensils for personal use and remove shared dipping containers to prevent consumers from dipping utensils or food items that have already been in their mouths.
- Ensure that customers do not return their utensils and plates to the self-service display.



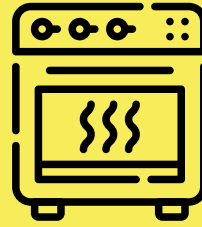
Transportation

- Food must be protected from contamination during transport.
- Vehicles transporting food are required to have floors, sides, and top areas made of smooth and easy-to-wash material.
- During transportation, potentially hazardous foods are required to be kept at appropriate temperatures at all times: **Cold food at 41°F or below** and **hot food at 135°F or above.**



Equipment and Utensils

- Food equipment, utensils, and contact surfaces should be durable and easy to clean.
- If using cooking equipment indoors, use a ventilation system to remove gases, odors, and steam.
- Utensils for serving should be stored with handles extended out of food, on a clean surface or in a clean container. They must be replaced every four (4) hours or sooner if mishandled, dropped, or contaminated.



Liquid and Food Waste Disposal

All liquid waste, garbage, and trash created from the catering operation must be thrown away and disposed of in an approved method.



Additional Requirements for Offsite Events

- The person in charge of the catering operation must make sure that basic food safety standards are consistently upheld.
- Complete and Submit **Catering Standard Operating Procedure (SOP)** to the Environmental Health Division for **offsite events**.
- One employee must have a Certified Food Protection Manager's Certificate for training and oversight; all other food employees require Food Handler Cards.
- Consumers or Public Health may request information including facility name, city, state, zip code, and operator name for off-site food events or Host Facilities.
- Food service records must be kept for at least **90 days** and include:
 - Event location, date, and time
 - Customer contact information
 - Complete menu
 - Food temperatures upon departure and arrival, including any corrective actions
 - Delivery details (will food be dropped off to customer or served at the event?)

