



Catering Standard Operating Procedures

All documents listed below must be submitted to the San Joaquin County Environmental Health Department (EHD) prior to beginning catering operations. A field consultation will also be conducted at the proposed commissary to verify that the location is suitable for your catering functions.. A signed copy of this document as well as your Environmental Health permit must be maintained with your Catering Operation during all operating hours.

Please note that any changes to the menu, equipment, or procedures listed on your approved form will approval by EHD.

Catering Operation Name: _____

Business Owner Name: _____ Phone #: _____

E-mail: _____ Fax #: _____

Mailing Address: _____ City: _____ Zip Code: _____

Documents to Include

✓ **Check the following items as you include them with this document.**

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Commissary Agreement- The Caterer must prepare and store all food and equipment at a commissary kitchen (permitted food facility). The Caterer and their proposed commissary must complete and sign the [commissary agreement](#). Caterers are subject to limited food preparation only (HSC 113818(a) (4)) when conducting direct sales at a host facility.

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Specification Sheets- Submit 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, ETL, etc. for all equipment and refrigeration.

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Menu- Include any menus. List all food and beverages items to be sold. (Refer to page 2 & 5)

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Food Protection Manager Certification- Provide proof that an owner or employee has a valid [Food Protection Manager](#) certificate or card.

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Food Handler Card- Provide documentation that all employees have a valid [California Food Handler Card](#).

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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.

Food Production

1. Indicate the location where you will store food and equipment at the end of the day.

Commissary Name: _____ Facility ID (FA) #: _____

Address: _____

MENU DESCRIPTION (USE ADDITIONAL SHEET ON PAGE 5, IF NECESSARY)		
Indicate all the food and beverage items for sale.	WHERE WILL THE FOOD BE PREPARED?	
FOOD ITEM	COMMISSARY	ON-SITE
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

2. List equipment and utensils that will be used. Please be specific on equipment's use and function.
For example: Equipment: Blender Intended use: Make Smoothies

Equipment	Intended use during food preparation or catering event

- 3. Transport and Storage – Describe the procedures for transportation (more than 30 minutes) and storage of food and equipment. Include methods to cold-hold and hot-hold potentially hazardous foods and the methods to hold food until service (e.g., covered chafing dishes, etc.). Include information about the proposed catering enclosure and handsink. Please note that all potentially hazardous foods not held at 41°F or below during operation shall be discarded at the end of service.**

Transport ☐ Interior is constructed of smooth, washable, impervious material.

Vehicle ☐ Holding area does not drain liquid to street, sidewalk, or premises.

Hot Holding Method (135°F and above)	During Transport	
	At Event	
Cold Holding Method (41°F and below)	During Transport	
	At Event	
Other Food Storage	During Transport	
	At Event	
Equipment	During Transport	
	At Event	
Enclosure and Hand Sink	Enclosure	
	Hand Sink	
Closing Procedures	Food Disposal	
	Transport	

4. Cleaning – Describe the procedures you will use to clean and sanitize food contact surfaces, equipment, and utensils at the commissary.

Indicate the specific sanitizer or sanitizing method that you will use by checking the box below:

- ☐ Contact with a solution of 100 ppm (parts per million) available chlorine for at least 30 seconds.
☐ Contact with a solution of 200 ppm available quaternary ammonium for at least one (1) minute.
 Check the option you will use: ☐ Commercial pre-mixed solution or ☐ I will prepare my own sanitizer solution

Statements

Initial next to the below statements indicating that you understand and will abide by them.

_____	1	A Catering permit may be used to prepare and serve food at private events and host facilities only. Operating at a Community Event or Farmers' Market requires a separate health permit.
_____	2	All food must be prepared at the approved facility. Home preparation of food is prohibited. Only limited food preparation, as defined in California Retail Food Code (CRFC), is allowed at an off-site food service event.
_____	3	When operating at an off-site food service event, a sign or business cards must be posted/provided at the event premises stating the Caterer's business name and address.
_____	4	All equipment, utensils and food related items shall not be stored in a private home when not conducting catering activities.
_____	5	Upon request, you must provide your operation schedule to EHD for inspection purposes. NOTE: Operation at Host Facilities limited to four (4) hours in a twelve (12) hour period.
_____	6	Mechanical refrigeration is required to hold all potentially hazardous food during operation; use of ice, portable cooling blocks, or ice chests/coolers is prohibited.
_____	7	At the end of the operational period, all multi-use utensils will be washed and sanitized at the approved commissary.
_____	8	Have access to potable water.
_____	9	All garbage, refuse and liquid waste will be disposed of in an approved manner as approved by the EHD.
_____	10	At the end of the operational period, all multi-use utensils will be washed and sanitized at the approved commissary/permitted food facility.
_____	11	Any food that has become contaminated, suspected of becoming contaminated or presumed unsafe must be discarded.

Acknowledgment

I understand and agree that if I make changes to my operating procedures, I must notify the EHD within 7 days. Failure to notify EHD of any changes may result in suspension, or revocation of the Health Permit issued to me to operate as a Catering Operation. Ensure approvals are obtained from all applicable agencies prior to operation (e.g., fire, zoning, etc.).

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

[illegible]