



CHECKLIST FOR CATERING EVENTS

Facility Name: _____

*A catering permit will also cover Food Service operations which sell food to the Public at Temporary Events (such as carnivals, fairs, craft shows, etc.). You must bring and display a copy of your catering permit at all such events.**

EQUIPMENT

- Probe Thermometer available to evaluate food temperatures during cooking, hot and cold holding
- Cold Holding Equipment (Ice chests w/ ice packs, refrigerators) for use on-site and during transport
- Hot Holding Equipment (i.e. - Insulated boxes, Cambros, etc.) for use on-site and during transport
Other source for obtaining equipment, such as party rental company (Name _____)
- Hand-washing station available in immediate cooking area (to include soap; adequate supply of warm, flowing, potable water; waste-water receptacle; paper towels)
- Trash containers

FOOD SAFETY PROCEDURES

- No bare hand contact with ready-to-eat foods
- Exclude ill food handlers
- Separate raw meat, fish, poultry, eggs, etc. from ready to eat food
- Food should be cooked to minimum required temperatures
- Reheat Procedure - entire mass of food to 165°F within 2 hours
- Hot holding temperatures - maintain food at or above 140°F
- Cold holding temperatures - maintain food at or below 45°F
- Food on display is to be protected from contamination
- Proper cooling procedures should be used
- Use proper hand-washing technique
- Dishes/utensils are to be washed, rinsed and sanitized

MENU & VENUE

- Are facilities sufficient to safely prepare menu items? If not, restrict number and types of menu items.

WATER

- An adequate supply of potable water must be available at site for hand washing and cooking needs
- Use a potable water supply approved by the Health Department
- Ice must be from an approved source
- Wastewater shall be disposed of in an acceptable sewage system

IMPORTANT: Food may be served without temperature control and sneeze guard protection only at closed group events where the food will be on display for no more than 2 hours (such as wedding buffets or banquets). All leftover food not protected while displayed must be discarded. This exclusion does not apply at temporary events open to the public.

For more information call _____

Inspector _____ Reviewed with _____ Date _____