



Department of Health and Human Services, Environmental Health Division

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Host Facility Caterer Standard Operating Procedures

This document serves as a written description of all catering activities, equipment, and standard operating procedures that you propose to use for your catering operation in approved Host Facilities (HF). A signed and APPROVED copy of this document must be maintained with your catering operation during all operating hours at any permitted HF.

Please note that any deviations from the menu, equipment, or procedures listed on this form will require additional review and written approval by Environmental Health.

Catering Operation Name: _____ *Health Permit #: PR _____

Owner Name: _____ Phone #: _____ email: _____

Mailing Address: _____ City: _____ Zip Code: _____

*If you are currently not a permitted catering operation in Placer County, please submit a fully completed Caterers Application to Environmental Health. You can find the application on our website at <https://www.placer.ca.gov/3245/Permits-Forms-Fees>

Caterers operating at HF are subject to limited food preparation only (HSC 113818). Limited food preparation is restricted to one or more of the following:

- Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of non-prepackaged food.
- Dispensing and portioning of non-potentially hazardous food.
- Slicing and chopping of food on a heated cooking surface during the cooking process.
- Cooking and seasoning to order.
- Juicing or preparing beverages that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.

Limited food preparation does NOT include ANY of the following:

- Slicing and chopping unless it is on the heated cooking surface.
- Thawing.
- Cooling of cooked, potentially hazardous food.
- Grinding raw ingredients or potentially hazardous food.
- Reheating of potentially hazardous foods for hold holding, except for steamed or boiled hot dogs and tamales in the original, inedible wrapper.
- Washing of foods.
- Cooking of potentially hazardous foods for later use.

Attach with this procedure packet

- 1) A copy of a Food Safety Manager Certification for at least one employee of the catering operation.
- 2) Copies of valid California Food Handler Cards for all remaining employees of the catering operation.

Food Storage During Service at HF	
Hot Holding Method (135°F and above)	
Cold Holding Method (41°F and below)	
Other Food Storage	
Equipment	

Acknowledgement	
<i>(Initial next to each statement below indicating you understand and will abide)</i>	
	Initials
I understand as a caterer I am permitted to prepare and serve food at private events and permitted host facilities only. Operating at Community Events or Farmers Markets requires a separate Health Permit	
I understand that home preparation of food is strictly prohibited and all food must be stored and prepared at my commissary or at an approved host facility (limited food preparation only).	
When operating at a host facility, a sign and permit shall be posted/provided at the event premises stating the Catering Operation's business name, address, and permit number.	
Operation at a host facility is limited to a four (4) hour duration in any one twelve (12) hour period. Upon request, I will provide my operation schedule to Environmental Health for review.	
At the end of the operational period, all multi-use utensils will be washed and sanitized at the approved commissary/permitted food facility.	
All garbage, refuse and liquid waste will be disposed of in a manner as approved by Environmental Health.	
All equipment, utensils and food related items shall not be stored in a private home when not conducting catering activities.	
Any food that has become contaminated, suspected of becoming contaminated or presumed unsafe shall be discarded.	

I understand and agree that if I make changes to my operating procedures, I must notify Environmental Health within 7 days. Revised operating procedures may be provided by fax, E-mail: business@placer.ca.gov, in person or mailed to one of our offices listed at the on page one of this form. Failure to notify Environmental Health of any changes may result in a Notice of Violation, suspension, or revocation of the Health Permit issued to me to operate as a Catering Operation. I agree to acquire any necessary approval from all applicable agencies prior to operation (e.g., fire, zoning, etc.).

Print Name: _____ Title: _____

Signature: _____ Date: _____