



Placer County Health and Human Services Department

SECTION C

CATERER OPERATIONAL PROCEDURES

Owner's Name: _____	Business Name: _____
----------------------------	-----------------------------

Type of Service: (Check all that apply) Delivery only Delivery + set up Full service from start to finish

Attach a copy of the menu.

»Are any foods provided by a Cottage Food Operation (CFO)? (Circle one) Yes or No

If yes, provide CFO Name & permit or registration number _____

»Are any processed foods manufactured, packed, or held for distribution? (Circle one) Yes or No

If yes, contact the California Department of Public Health Food and Drug Branch (CDPH FDB) for possible Processed Food Registration (PFR) and/or Cannery License requirements. Verification from CDPH FDB in writing will be required prior to any approvals by this office.

»How and where will food and supplies be stored? _____

»Type of sanitizer used : (Check one) 100ppm Chlorine (bleach) 200ppm Quaternary Ammonia 25ppm Iodine
Always provide correct test strips during operation.

»Does food prep include thawing and/or cooling? Yes or No. If yes, please describe process. _____

»Does food prep include cooking and/or barbequing? Yes or No. If yes please describe process. _____

»Does food prep include reheating? Yes or No. If yes please describe process. _____

»How are you transporting PHFs and holding at proper temperatures ($\leq 41^{\circ}\text{F}$ and $\geq 135^{\circ}\text{F}$)? _____

»List equipment and utensils that will be used (cold and hot holding, buffet, etc.). _____

»Will staff be serving the food or buffet style by customers? (Circle one) Yes or No, If buffet style, how will food be protected from customers coughing, sneezing? _____

(Check all)

- I have read and understand the handout defining a **Caterer vs. a Cook-for-Hire**.
- I have read and understand the **Catering Guideline** handout.
- I have read and understand the **Steps to Obtain a Catering Permit** handout.
- I certify that all foods used are from approved sources and that no foods will be stored or processed in a private home (unless it is an approved CFO facility). Foods will be stored, processed, and transported so as to be kept free from contamination and foods will be held at proper temperatures at all times.
- All food staff will have required Food Safety Certification or Food Handler Card as applicable.
- I agree that the above information is true and that I will follow these procedures.
- I will notify Environmental Health as to any changes in my operation.

Print Name: _____ Signature: _____ Date: _____