

Checklist Food Establishments with Catering Activities
(Including those that provide meals to schools and satellite food distribution food facilities)
Operational Plan Requirements

Due to the increased food safety challenges associated with catering activities (high food volumes, off-site venues, limited equipment and temporary staff), establishment conducting catering activities must submit an Operational Plan to the Washoe County Health District (WCHD) for review and approval. Operations cannot commence until the plan is approved by the WCHD.

Catering means an approved food establishment that is capable of serving or preparing food at a location other than its primary location.

Operators conducting catering activities must maintain their own food establishment permit.

Note:

- If the catering activity occurs at intermittent event locations, the event locations will not be required to obtain separate permits, however the catering company must have an Operational Plan in place.
- If catered food is delivered to a permanent regular drop off site such as schools, senior centers, or shelters, a separate satellite food distribution permit is required. (Additional construction requirements may be required).

The following guidelines are required to ensure procedures are in place to protect the consumer from any public health hazards that are common to this operation.

- Name, address and permit number of all facilities that will be using this Operational Plan.
- A list of all materials and equipment used in the preparation of the food item and identifies the designated work area. (Must be ANSI certified/NSF approved or the equivalent).
- The Person In Charge (PIC) must ensure all employees are trained on Operational Plan AND the Plan is being followed as outlined.
- Required Standard Operating Procedures :
 - [Employee Handwashing SOP](#)
 - [Employee Health & Exclusion SOP](#)
 - Cleaning & Sanitization SOP– include all that apply
 - [High Temperature Dishmachine](#)
 - [Chemical Sanitizing Dishmachine](#)
 - [Three-compartment Sink](#)
- The following additional SOP's may be required if applicable to the operation:
 - Cooking & Reheating Potentially Hazardous Foods
 - Cooling Potentially Hazardous Foods
 - Holding Hot and Cold Potentially Hazardous Foods
 - Using Time Alone as a Public Health Control
- Types of Service(Circle all that apply):

- **Self Service**- Monitored by catering staff employees. Customers serve themselves (i.e., buffet, appetizer and/or dessert tables)
 - **Served Meals**- Monitored by catering staff. This includes plated meals, buffet, carving, or cooking stations requiring catering staff to remain as attendants during event.
 - Provide a schedule with days and times of facility use
 - List of menu items
 - List of drop off locations
 - Transport procedures to ensure food is protected from cross-contamination and/or temperature abuse, including applicable temperature and equipment logs
 - Event Site Plan (if requested by the WCHD)
 - Setup and cleanup procedures ***Note- All equipment and utensils must be transported back to the permitted kitchen for cleaning, unless a permitted support area is provided at the banquet hall or event venue.
 - Hand-sink Requirements: Caterer must provide an ANSI certified (designed and constructed as outlined in the WCHD Food regulations and approved by WCHD staff) self-contained hand washing station **OR** the venue must have a permanently plumbed hand washing station with hot and cold water service under pressure. Permanently plumbed hand washing stations must be located within 25-feet and within line of site of the food preparation area.
- A self-contained hand washing station must:
- Provide pressurized potable water
 - Include a potable water tank of sufficient capacity to provide water for the duration of the event. Waste water tank must be large enough to contain waste water for the duration of the event.

Provide dispenser-fed soap and paper-towels, and have a waste receptacle for paper-towel waste.actions if procedures deviate from policies outlined in the SOP