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**CATERING OPERATIONS  
STANDARD OPERATING PROCEDURES & REQUIREMENTS**

This document will help you prepare the required written description and standard operating procedures of your proposed Catering Operation. Once these procedures are approved, an onsite evaluation will be made at the permitted Host Facility. Changes to the menu, equipment, or procedures require approval by the Ventura County Environmental Health Division (Division).

Catering Operation (Catering/Restaurant) Owner Name: \_\_\_\_\_

Catering/Restaurant Business Name and Address: \_\_\_\_\_

Health Permit #: \_\_\_\_\_ Email: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**1. Menu – List all food and beverages that will be offered for sale at the Host Facility.**

Food/Beverage Item	Describe Any Preparation and Service at the Host Facility

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

Equipment	Intended use during food preparation or catering event
Refrigerator	

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 potential hazardous foods not held at 41°F or below during operation shall be discarded at the end of service.

<b>Hot Holding Method</b> (135°F and above)	During Transport-
	At Event-
<b>Cold Holding Method</b> (41°F and below)	During Transport-
	At Event-
<b>Other Food Storage</b>	During Transport-
	At Event-
<b>Equipment</b>	During Transport-
	At Event-

**4. Cleaning – Describe the procedures you will use to clean and sanitize food contact surfaces, equipment, and utensils during working hours and at the catering/restaurant permanent food facility.**

	Clean	Sanitize
<b>At the Host Facility</b>		
<b>At the Permanent Food Facility</b>		

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 minute.

Check the option you will use:  Commercial pre-mixed solution or  I will prepare my own sanitizer solution

**5. Requirements:**

Initial next to the below statements indicating that you understand and will abide by them.		
_____	1	A Catering Operation permit may be used to serve food at Host Facilities only. The Host Facility must also have a valid permit.
_____	2	All food must be stored and prepared at the Catering Operation’s approved permanent food facility/restaurant.
_____	3	A sign or business cards must be posted/provided to any consumer or enforcement agency upon request.
_____	4	Mechanical refrigeration is required to hold all potentially hazardous food during operation; use of ice, portable cooling blocks, or ice chests/coolers is prohibited.
_____	5	SOP’s must be reviewed and approved, and a Permit to Operate for a Catering Operation obtained before operating at a Host Facility.
_____	6	At the end of the operational period, all multi-use utensils will be washed and sanitized at your catering/restaurant permanent food facility.
_____	7	An owner or employee needs a valid Food Protection Manager Certificate. All other employees need a valid Food Handler Card.
_____	8	Food will be transported in a clean and cleanable vehicle.
_____	9	90 days of records for Catering Operations need to be maintained and include the location, date, time, of offsite food service; name of Host Facility; departure and arrival food temperature logs and corrective action taken if food arrived out of temperature; complete menu of food provided.
_____	10	Only limited food preparation such as dispensing and assembly is allowed at a Host Facility.
_____	11	Catering Operations must ensure food safety including protecting food and utensils from contamination; ensuring open or potentially hazardous food not consumed are discarded unless held at required temperatures and protected from contamination at all times; and discard any food contaminated or suspected of being contaminated or presumed unsafe due to proper temperatures not being maintained.
_____	12	Adequate handwashing facilities shall be provided.

_____	<b>13</b>	<b>Approved toilet and handwashing facilities shall be available within 200 feet of the Catering Operation.</b>
_____	<b>14</b>	<b>All garbage and trash shall be properly disposed of.</b>
_____	<b>15</b>	<b>Additional structural or operational requirements, or both, based on the proposed method of operation and as necessary to ensure compliance may be required.</b>

### **Acknowledgment**

I understand and agree to abide by the SOP's, the requirements, and that if I make changes to my operating procedures including to the menu, I must first obtain approval from the Division.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_