



CHAUTAUQUA COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH – ENVIRONMENTAL HEALTH UNIT

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

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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.

**Your Catering Permit can be used in Catering elsewhere.*

For more information call the
Chautauqua County Department of Health and Human Services
Division of Public Health - Environmental Health Services
716-753-4481

Inspector _____ Reviewed with _____ Date _____

Comments _____

1/28/2014
