Community and Economic Development



Environmental Health Division 200 W. 4th Street, Suite 3100 Madera CA 93637 P: (559) 675-7823 FAX (559) 675-7919 envhealth@maderacounty.com

CATERER APPLICATION PACKET

California Retail Food Code Definitions:

Catering operation (§113739.1): means a food service that is conducted by a permanent food facility approved for food preparation where food is served, or limited food preparation is conducted, at a location other than its permitted location, in either of the following circumstances:

- (1) As part of a contracted offsite food service event.
- (2) When operating in conjunction with a host facility with direct food sales.

Catering operation shall not include either of the following:

- (1) Food ordered as takeout or delivery from a food facility, where the food is provided to the consumer for self-service.
- (2) A food facility that is participating as part of a community event.

Limited food preparation (§113818(a)): means food preparation that is restricted to one or more of the following:

- (1) Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of nonprepackaged food.
- (2) Dispensing and portioning of nonpotentially hazardous food.
- (3) Holding, portioning, and dispensing of any foods that are prepared for satellite food service by the onsite permanent food facility or prepackaged by another approved source.
- (4) Holding, portioning, and dispensing of any foods that are prepared by a catering operation for a host facility.
- (5) Slicing and chopping of food on a heated cooking surface during the cooking process.
- (6) Cooking and seasoning to order.
- (7) Juicing or preparing beverages that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.

Potentially hazardous food (§113871(a)): means a food that requires time or temperature control to limit pathogenic microorganism growth or toxin formation.

Host facility (§113806.1): means a facility located in a brewery, winery, commercial building, or another location as approved by the local enforcement agency, that meets applicable requirements to support a catering operation that provides food directly to individual consumers for a limited period of time, up to four hours, in any one 12-hour period and that has a permit pursuant to Section 114328.1.

To make the caterer plan review process as easy as possible, use the checklist below to assure that you have all the necessary information required. Once the packet is submitted, you will be contacted by the inspector within 10 business days or within 20 business days if submitted with a facility plan review.

Completed Health Application Form with the proposed Menu
Completed Madera County Commissary/Permitted Food Facility Agreement Form (Two required if using a Host facility)
Completed written Standard Operational Procedures (SOP)
Copy of Food Safety Certificate and Food Handler Cards for employees (if available)
A set of floor plans and equipment specification sheets for all equipment (if applicable)

WRITTEN STANDARD OPERATIONAL PROCEDURES

The permit holder or caterer handling unpackaged food shall develop and follow written operational procedures for food handling, cleaning and sanitizing of food-contact surfaces and utensils and how to maintain food safety during all operations that is essential to the catering business. The following must be completed and returned to this Division for approval before a permit is issued. NOTE: If you are an existing caterer who moved, you are required to fill out a new form when changing to a new location. Use additional paper if necessary

Na	me of Business:				
					one:
Ov	vner Email:				
Со	mmissary Address:				
Cit	y:		State:	Zip	D:
A.	CATERING BUSINESS F	PLAN (Check all that app	oly):		
1.	Who are your target custo	omers?			
	☐ Company Lunches	☐ Individual Order	☐ Private Parti	es (weddings, etc.)	☐ Host Facility Patrons
	Other:				
2.	How do you receive order	s from customers?			
	☐ Phone	☐ Internet	☐ Walk-in	☐ Service W	lindow (Host facility only)
	Other:				
3.	Provide days of the week	and times of the propose	d permitted food fa	cility use:	
	\square M	□ T		_	
	☐ Thurs			_	
	□ Su	☐ Other:			<u> </u>
		<u> </u>			
4.	How many individuals will	be employed by the busi	ness?	_	
_					
5.	How many employees wil	i be preparing food?		_	

1

B. FOOD HANDLING PROCEDURES

1. Provide the proposed menu food items including ingredients for <u>each food item</u> in the table below. (Attach pages as needed)

(Attach pages as needed)			
Food Item		Ingredients Used	
e.g. Asada Street Tacos	Asada steak, corn tortillas, onion,	cilantro	
	 		
(e.g. salads, sandwiches	pod items above, indicate which for a diced fruits, cookies, cakes, pas	stries):	
3. Food(s) that will be cooked	ed-to-serve (served on the same o	day): (e.g. chicken salad, pasta	, rice, chicken kabobs)
		<u> </u>	<u> </u>
4. Food(s) that will be cooked	ed, cooled, reheated and/or serve	ed (complex): (e.g. lasagna, ste	ws, beans, soup stock)

5. Provide detailed steps/procedures that indicate storing, cooking, cooling, and delivering <u>temperatures for each food</u> <u>item</u> proposed (use one page per menu item, attach pages as needed). Reference: Sample step/procedure worksheet.

Menu Item:	
Step 1- Storage: Potentially Hazardous Foods (PHF) must be stored at or below 41F or at or above 135F. (e.g. PHF- Milk, meat, poultry, cheese, etc.)	
Step 2- Preparation:	
Step 3- Cooking See Minimum Cooking Temperatures handout for reference.	
Step 4- Cooling (if applicable) Potentially hazardous foods which have been cooked or heated in the approved facility must be cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within 4 hours.	
Step 5- Reheating (if applicable) Any potentially hazardous food that has been cooked, cooled and subsequently reheated for hot holding must be reheated from 41°F to 165°F for at least 15 seconds within 2-hours.	
Step 6- Transportation & Food Service	

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Step 1- Storage: Potentially Hazardous Foods (PHF) must be stored at or below 41F or at or above 135F. (e.g. PHF- Milk, meat, poultry, cheese, etc.)	
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Step 6- Transportation & Food Service	
6. Indicate where the food(s) or food ingre	edients will be purchased (invoices must be available for review for a minimum

	Acidification Fermentation Drying	California Department of Public Health (CDPH) for any of the following
9.	Explain all special processes:	
10.	Indicate where the food and utensils will be layout of the kitchen, if available.	e stored at in the permitted food facility. Submit pictures and/or draw a
	Items:	Location in the kitchen
	Potentially Hazardous Food (Dairy, meat, poultry, cooked food)	(e.g. 1-door upright cooler in the storage area)
	Dry ingredients (salt, pepper, sugar)	
	Cooking equipment, serving utensils, transportation equipment.	
C.	CLEANING AND SANITIZING OF FOOD	EQUIPMENT AND UTENSILS (Check all that apply):
1.	Describe how food utensils and food conta	ct surfaces will be cleaned and sanitized.
	☐ Manual sanitize (wash, rinse, sanitize,	and air-dry)
	☐ Chemical dishwasher	
	☐ High-temperature dishwasher (final re	inse temperature shall reach a minimum of 160°F)
2.	What sanitizer or sanitizing method will be sanitizer solution will be prepared.	used? Indicate if a commercial premixed solution will be used or if a
3.		e following chemicals at the specified concentrations.
	Check the sanitizer that will be used:	
	Contact with a solution of 100 parts per	million (ppm) available chlorine for at least 30 seconds.
	☐ Contact with a solution of 200 parts per	million available quaternary ammonium for at least one minute.
	\square Contact with a solution of 25 parts per r	million available iodine for at least one minute

NOTE: Appropriate test strips are required.

	Describe HOW potentially hazard foods (PHF) will be transported? What equipment will be used to maintain cold food				
	below 41°F or hot food above 135°F?				
	How are the catered foods delivered? : \square Pick up only \square Delivery only \square Served on site by catering staff (includes Host Facility operations)				
	Additional comments:				
	A catering operation shall maintain records for all offsite food service activities for a minimum of 90 days after each operation. The records must include the event organizer name and contact information, location of service, menu of foods and beverages served. When operating at a host facility, the record shall include your menu and location/date/time of operation.				
	Describe how you will log this information (e.g. Excel, Word) and provide a sample of that log.				
ił	ial each statement to show you understand the requirements:				
All food, prior to the caterer function, shall be stored and prepared at the caterer's permitted					
	All utensils and equipment shall be washed and stored at the caterer's permitted food facility. Prior to use utensils shall be washed and sanitized. Utensils and equipment shall be protected from contamination.				
	At all times that the caterer has control over the food, including periods of storage, preparation, transportation service, all food shall be adequately protected so as to be maintained pure and free from adulteration, spoil and contamination.				
	The caterer shall not prepared food from home to be used at a caterer function, except foods that are approfrom permitted Cottage Food Operation (CFO).				
	nom pomitted obtained of the operation (or o).				
	Caterer must ensure potable water is available and toilet facilities shall be available within 200 feet of the				
	Caterer must ensure potable water is available and toilet facilities shall be available within 200 feet of the premise catered function. Catering vehicle shall be maintained in a clean, sanitary condition.				
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	Caterer must ensure potable water is available and toilet facilities shall be available within 200 feet of the premise catered function. Catering vehicle shall be maintained in a clean, sanitary condition. All Potentially Hazardous Foods (PHFs) shall be prepared, transported, and maintained at the appropr temperature (e.g. cold foods @ ≤41°F and hot foods @ ≥135 °F). Mechanical refrigeration is required to hold all potentially hazardous food during operation; use of ice, portal				

	·· ———
FOR OFFICE USE O cedure Reviewed By:	
	Date
igriature	
ignaturo	 Title
or to making any changes, I acknowledg change commissary kitchen or would like	the California Retail Food Code (CRFC), as it pertains the that I shall notify the Environmental Health Division to inactivate my permit. Failure to notify the enforcing g Health Permit.
	om all applicable agencies prior to operation. (e.g. Fire,
	a private event, social function, or sponsored commercial
ng at an off-site food service event, a sign ng the Caterer's business name, address,	and Environmental Health permit number.
	Ity may not directly and indirectly sponsor ich the caterer prepares or serves food. Inust ensure all approvals are obtained friding, etc.) Pertifying that you meet the requirements of or to making any changes, I acknowledge change commissary kitchen or would like insion or revocation of the issued operating signature. FOR OFFICE USE Office use of cedure Reviewed By:

PAID ON:_____

EXAMPLE: STEPS/PROCEDURES FOR COMPLEX FOOD ITEM

Raw beef is cold held and stored in the walk-in cooler at a temperature of 41F or below Step 2- Preparation/ Step 3- Cooking Add beef, garlic clove, and sliced onion to pot with water. Add salt bring to a boil. Step 3- Cooking Add vegetables to pot and cook for 30 minutes. Check beef internal temperature. Cook until beef internal temperature is 155F (check with probe thermometer)

Step 4- Cooling

Remove beef stew from burner. Cool beef stew from 135F-70F within 2hrs by using shallow pans and ice baths to promote rapid cooling.

When temperature reaches **70F** finish cooling by placing beef stew on the top shelf in the walk-in cooler. Stew must be cooled from **70F-41F** within 4hrs.

Cooked stew is cold held at **41F or below** in the walk-in cooler.



Step 5- Reheating

Place beef stew in pot and reheat on the burner until internal temperature of beef in stew reaches 165F



Step 6-Transportation/ Food Service

Maintain beef stew at a minimum temperature of **135F or above** during transportation and/or service by using insulated containers or steam tables.





HEALTH APPLICATION FOOD FACILITY PERMIT

Environmental Health Division 200 W. 4th Street, Suite 3100 Madera CA 93637 P: (559) 675-7823 FAX (559) 675-7919 envhealth@maderacounty.com

OWNER/OPERATOR INFORM	IATION:		
Owner/Operator Name (DBA):			
Type of Ownership: □ Sole Proprieto	r □ Corporation □ LLC □ Governmen	t Agency Other:	
Home Address:	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:
Phone:	Email:		
Has/Does the owner had/have a permi	t to operate a Facility in Madera County	? □ No □ Yes	
If Yes, please answer the following:			
Facility ID: FA0	Facility Name:		
FACILITY INFORMATION:		APN:	
Business Name:			
Business Address:	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:
Business Phone:	Email:		
Manager/Person in Charge (PIC):		Phone:	
Mobile Food Facility VIN #:		License Plate #:	
ACCOUNTS RECEIVABLE (Re	esponsible Party for Billing):		
Account Name:	Care of:		
Account Address:	City:	State:	Zip:
Phone:	Mail Invoices to: □ OWNER/OPERATOR	R □ FACILITY □ ACCOUNT	RECEIVABLE
CHANGE OF OWNER/OPERA	TOR: (if applicable)		
Date of Ownership Change:			
Will there be a change in the Menu?	□ No □ Yes Provide a copy of the copy of the copy of the provide a copy of the co	oposed Menu	
Will there be a change in operation?	□ No □ Yes If Yes, please explain:		
Will there be sales of alcohol at the fa	cility? No Yes If Yes, Contact A	ABC for Licensing Require	ments
Will there be any remodeling of the fa	cility or change in equipment? No	□ Yes	
If Yes, construction plans, plan check	application and fees shall be submitted	to this division for review a	and approval.
FOOD FACILITY OPERATION	NS:		
Days and Hours of Operation:			
Type of Meals to be Served: □ Break	fast □ Lunch □ Dinner □ Other:		
Type of Service(s): □ Onsite Consum	ption □ Take Out/Delivery □ Other		
Potable Water Source: □ Public □ l	Private Liquid Waste Disposal:	□ Public □ Private	

Identify the type of food facility operation being propo	sed: (check all that apply)
Food Service Restaurant (with or without seating)	Cottage Food Operation: □ Class A or □ Class B
Retail Market (Prepackaged Only)	Bar
Retail Market w/Food Preparation (e.g., Coffee, Hot Dogs)	Bed & Breakfast
Food Storage Warehouse (Prepackaged Only)	Caterer
Mobile Food Facility (Enclosed Trailer/Truck)	Delicatessen
Mobile Food Facility (Cart)	Bakery
Commissary/Rental Kitchen	Meat Market
Hotel/Motel Continental Breakfast	Produce Market
Host Facility (e.g., Winery, Brewery)	Other:
Food Item Prepared	Food Operation
Meat/meat dishes	Refrigeration/Freezing of foods
Fish/fish dishes	Cooking of foods
Poultry/poultry dishes	Reheating foods which have been prepared on site
	Holding hot foods for more than 30 minutes
Shellfish	frolding not loods for more than 50 minutes
Shellfish Rice, beans and/or cheese dishes	Cooling foods after they have been cooked or reheated
Rice, beans and/or cheese dishes	Cooling foods after they have been cooked or reheated
Rice, beans and/or cheese dishes Baked foods	Cooling foods after they have been cooked or reheated Preparing foods for next day service
Rice, beans and/or cheese dishes Baked foods Soups/Stews/Gravies	Cooling foods after they have been cooked or reheated Preparing foods for next day service Washing produce
Rice, beans and/or cheese dishes Baked foods Soups/Stews/Gravies Sandwiches/Salads/Pastas	Cooling foods after they have been cooked or reheated Preparing foods for next day service Washing produce Washing meat, fish, poultry, shellfish
Rice, beans and/or cheese dishes Baked foods Soups/Stews/Gravies Sandwiches/Salads/Pastas Barbecue NO FOOD PREPARATION WILL TAKE PLACE BILLING AND COMPLIANT OF AND COMPLETED OF AND COMPLIANT OF AND COMPLETED OF AND COMPLE	Cooling foods after they have been cooked or reheated Preparing foods for next day service Washing produce Washing meat, fish, poultry, shellfish Raw or undercooked foods (Sushi, Poki, wellness) Other: Special Processes (ROP, Cook-chill Sous-vide, Dehydrating, etc.) NCE ACKNOWLEDGEMENT: t all fees associated with this facility or activity will be billed to the also certify that all operations will be performed in accordance Standards and State and/or Federal Laws. I understand that the per/operator and upon change of ownership, or the closure of a

L RECEIVED BY:

OW: _____

DATE: _____

Community and Economic Development



COMMISSARY/ PERMITTED FOOD FACILITY (PFF) AGREEMENT FORM

Environmental Health Division 200 W. 4th Street, Suite 3100 Madera CA 93637 P: (559) 675-7823 FAX (559) 675-7919 envhealth@maderacounty.com

APPLICAN	T INFORMATION	
Type of Facility: □MFF (trailer/cart/MSU) □TFF □Caterer		
Business Name:	Owner/Operator Name:	
Owner/Operator Address:	City:	ST: Zip:
Phone: () Mobile: ()	E-mail:	
Business Name:Owner/Operator Address: Mobile: () Provide days & times of commissary/PFF use: Mon: Tues:	Wed: Th: Fri: _	Sat: Sun:
I, the owner/operator, will operate out of the commissary/PFF not food facility. For vehicles: I will report to the facility at least once e		
Applicant Signature:	Print:	Date:
COMMISSARY/PERMITTED	FOOD FACILITY INFORMATION	N
Type of Facility: □Commissary □Restaurant □Rental h	Kitchen Host Facility (caterers only	y)
Facility Name:	Facility ID (F	A#):
Owner/Operator Name:	Phone: (`)
Owner/Operator Name: Facility Address: Business Phone: () E-mail:	City:	ST: Zip:
Business Phone: () E-mail:	<u> </u>	·
Food Safety Certificate Holder:	_ Certificate Company/ID #:	Date Issued:
☐ Food Preparation Areas	☐ Warewashing facilities and cleaning se	
☐ Supply food products and/or supplies (e.g. ice, meat,utensils)	☐ Storage of cleaning chemicals	
☐ Supply of hot and cold potable water	☐ Provide for proper solid waste disposal	I
☐ Storage of frozen/refrigerated food and dry food	☐ Provide for proper liquid/waste tank dis	sposal
☐ Storage of food-related products and catering equipment	☐ Provide used cooking oil disposal	
□ Electrical hook-up (for MFF's)	☐ Toilet & handwashing facilities for emp	loyees
I, the commissary/PFF owner/operator, can and will provide the n food facility. I acknowledge that I am ultimately responsible for Madera County Environmental Health Division (MCEHD) when this	the maintenance and sanitation of th	nis facility. In addition, I will notify
Commissary/PFF Operator Signature:	Print:	Date:
COMMISSARY/PERMITTED FOOD F		
Provide a copy of a valid Environmental Health Permit for the com (EHS/REHS) from the local Environmental Health agency of that county		an Environmental Health Specialist
County Name:	Phone: ()	Date:
County Name:Address:	City:	ST:Zip:
The above checked requirements are available at the proposed co		·
FUCIDEUS Name (mint)	Facilities Barrelli F	-iti Dete-
EHS/REHS Name (print):	Food Facility Permit Exp	oiration Date:
EHS/REHS Signature:	REHS #:	

You are hereby advised that pursuant to the California Health and Safety Code, Section 114395, any person who violates any provision of this part or regulation adopted pursuant to this part is guilty of a misdemeanor. Each offense shall be punished by a fine of not less than twenty-five dollars (\$25) or more than one thousand dollars (\$1,000) or by imprisonment in the county jail for a term not exceeding six months, or by both fine and imprisonment. In addition to the penalties prescribed under California Health and Safety Code, Section 114387, violators who operate without the necessary permits shall be subject to closure of the facility and a penalty not to exceed three times the cost of the health permit.





FOOD SAFETY CERTIFICATION

Environmental Health Division 200 W. 4th Street, Suite 3100 Madera CA 93637 P: (559) 675-7819 FAX (559) 675-7919

Health and Safety Code section 113947.1 states, "Each food facility shall have an owner or employee who has successfully passed an approved and accredited food safety certification examination." Section 113947.1 further states, "The responsibilities of a certified owner or employee at a food facility shall include the safety of food preparation and service, including ensuring that all employees who handle, or have responsibility for handling, unpackaged foods of any kind have sufficient knowledge to ensure the safe preparation or service of the food, or both." Additional specifications for approved food safety certifications can be found in Health and Safety Code section 113947.2 and 113947.3.

A copy of the certificate must be kept on the premises of the facility at all times and available at times of inspection by enforcement officers. Per section 113947.1, "Certified individuals shall be recertified every <u>five years</u> by passing an approved and accredited food safety certification examination."

FOOD SAFETY CERTIFICATION PROVIDERS

This is a list of food safety certification providers who have notified us of their services. There may also be other providers, which have not notified us. This list does not imply an endorsement of any of the providers.

* S = Spanish, K = Korean, V = Vietnamese, C = Chinese, M = Mandarin, CA = Cantonese, J = Japanese, H = Hmong

American Food Safety Institute	(800) 723-3873	www.americanfoodsafety.com
Fidelity Loss Control Management	(866) 221-4045	www.flcm.net
National Registry of Food Safety Professionals	(800) 446-0257	www.NRFSP.com
Sysco Food Services of Central California	(209) 527-7700	www.sysco.com
Tap Series (Computer Based) *S	(888) 826-5222	www.tapseries.com
PSI	(800) 211-2753	www.lasergrade.com
Fidelity Safety & Training	(866) 221-4045	www.fidelitysafety.com
Focus Food Safety(Offered in Spanish)	(800) 845-2573	
Food Safety Educators * S	(831) 521-4635	www.foodsafetyeducators.com
AAA Food Handler Training *S,K,J,V,C	(877)222-3487	www.aaafoodhandler.com
Bon Appétit Food Safety * S	(559) 281-3695	
Clovis Community College	(559) 325-5200	www.cloviscollege.edu
Sam Xiao Zhang *M,C	(408) 666-7866	sam2009sam@126.com
All Star Food Safety Training *S	(559)381-1904 or	
	(559) 364-6976	
LL Resources *S	(559) 859-2266	www.llresources.com
360training.com	(877) 881-2235	www.360training.com

TO SEE CURRENT LIST OF ACCREDITED PROVIDERS BY ANSI, CLICK ON http://tinyurl.com/FMcert







CALIFORNIA FOOD HANDLER CARD LAW

California Retail Food Code, an excerpt from the California Health and Safety Code, section 113790 and 113948 requires food handlers to have a *California Food Handler Card* (CalCard) within 30 days of being hired. Cards are valid for three years. Employees that have a valid Food Manager Certificate do not need a Food Handler Card as well. Employers are required to maintain documentation of their employee's food handler cards. Here is information about the food handler card:

Who has to have a California Food Handler Card?

Individuals working in food facilities who are involved in preparing, storing, or handling food. This includes:

- ✓ Wait staff
- ✓ Chefs
- √ Cooks
- √ Head cooks/chefs

- ✓ Bussers
- ✓ Bartenders
- Beverage pourers (including alcohol beverage pourers)
- ✓ Host/hostesses that handle food
- ✓ Supervisory personnel
- ✓ General managers and other managers

that work in all types of restaurants, cafes, beverage facilities, smoothie facilities, bakeries, delis, mobile lunch trucks, mobile carts, bars, kiosks, and any other food facility staff that is not specifically exempt.

Who is exempt from obtaining a California Food Handler Card?

- ✓ Temporary Food Facilities (food booths at community events)
- ✓ Certified farmer's markets
- School cafeterias (public or private)
- ✓ Bed and breakfast
- ✓ Drug stores
- ✓ Commissaries
- ✓ Licensed health care facilities
- ✓ Convenience stores

- √ Food facilities with approved inhouse training*
- Grocery stores, and grocery store delis, bakeries, meat and produce departments all under one owner
- ✓ Facilities used for the confinement of adults or minors such as a jail, juvenile hall, camp/ranch
- ✓ Food facilities subject to collective bargaining agreement
- Venues with snack bars in which the majority of sales are from admission tickets, but does not include any area in which restaurant style sit-down service is provided
- ✓ Elderly nutrition programs administered by California Department of Aging
- Any person who has a valid Food Manager Certification
- ✓ Volunteers without compensation and who are not family
- * In-house training course must be approved pursuant to Subpart 2-103.11 of the 2001 Model Food Code, the food facility must provide evidence of approval, and food handler card training must be provided during normal work hours at no cost to the employee.

How can I find an approved food handler class?

The only class providers that are allowed to offer the California Food Handler Card class are listed on the American National Standards Institute (ANSI) website below. Because new providers are being added frequently, we are not providing a list here as it would quickly become outdated. Most are online classes for about \$15 or less. Click the following link or enter it into your web browser for the most recent list of classes:



http://tinyurl.com/CalCard

New providers are continually being added. Check this website often for the latest listing.



For more information, contact the Madera County Environmental Health Division at 559-675-7823.