

CATERING CHECKLIST

A caterer provides (prepares and/or furnishes) food for service on a consumer's premises, whether those premises are temporary or permanent. **A catering permit will also cover food service operators serving food to the general public for a temporary event (i.e. - carnivals, fairs, craft shows, etc.)**

FACILITY NAME: _____

COMMISSARY MUST MEET Subpart 14-1 of the NYS Sanitary Code.

All food must be commercially prepared, prepared at the commissary, or prepared on-site.

MENU & VENUE

Use the following list to review and identify each menu item:

Menu review list: *Cooking Temperatures*
No bare hand contact with ready-to-eat foods
Separate raw meat, fish, poultry, eggs, etc. from ready to eat food
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
Cooling procedure

Menu Items:

Item 1 : _____

Item 2: _____

Item 3: _____

Item 4: _____

Item 5: _____

Item 6: _____

Item 7: _____

Item 8: _____

Are facilities sufficient to safely prepare menu items? **If not, limit menu.**

EQUIPMENT/PROCEDURE REVIEW

- Probe Thermometer (analog or digital) used to evaluate food temperatures during cooking, hot & cold holding
- Cold Holding Equipment (Ice chests w/ ice packs, refrigerators): _____
- Hot Holding Equipment for Transport (i.e. - Insulated boxes, Cambros): _____
- Hot Holding Equipment for Site of Event (Chaffing dishes, holding cabinets): _____
- Hand-washing available/technique (to include - soap; adequate supply of warm, potable water; water vessel that allows for continuous flow of water (no push buttons); waste-water receptacle; paper towels)
- Trash containers
- Dishes/utensils - storage and ware washing
- Exclude ill food handlers

WATER: *Potable water must be available at site for hand washing and cooking needs*

- Adequate supply
- Ice - from approved source
- Wastewater to dump station or sanitary sewer

Please Note: Food may be served without temperature control and sneeze guard protection providing that all of the food is either served within two hours or the leftovers are discarded after two hours.

Additional Notes or Menu Items:

| *Permit will not be valid outside of Chemung County. Check with permit issuing official with local jurisdiction.*
Reviewed with _____ on _____ by _____
Questions: Chemung County Health Department (607) 737-2019
