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.

EQUIPMENT REVIEW

☐ Probe Thermometer available to evaluate food temperatures during cooking, hot and 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 (to include soap; adequate supply of warm, flowing, potable water; waste-water receptacle; paper towels)
☐ Trash containers

PROCEDURE REVIEW

☐ 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
☐ Cooking 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
☐ Cooling procedure: ________________________________________________________________
☐ Use proper hand-washing technique
☐ Dishes/utensils - storage and ware washing

MENU & VENUE

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

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 ___ hours or the leftovers are discarded after two hours.

Permit may not be valid outside of Chemung County. Check with permit issuing official with local jurisdiction.

Reviewed with ______________________ on ________________ by _______________________

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