



## 9. Catering Operations Checklist

**Establishment Name:** \_\_\_\_\_

Catering means a person who contracts with a client to prepare a specific menu and amount of food in an approved food establishment for service to the client's guests or customers at a different location. Consistent with its application under 08325, a catering operation approved for a permit may cook or perform final preparation on certain food at the service location.

All caterers must operate directly from an approved commissary kitchen capable of supporting the proposed operation. Customer pick-up or direct delivery with a point of sale with no set-up or service is not considered a catering operation.

### Operational Questions:

What is the maximum number of catered meals that will be prepared at the commissary kitchen? \_\_\_\_\_  
Will preparation occur during routine food service at the commissary kitchen?            Yes                            No

### The permit holder agrees to the following:

- Transportation vehicle is cleanable and capable of holding food securely.
- Food will be transported in a manner that prevents contamination using approved hot and cold holding equipment.
- Food transport logs are required to be maintained.
- Canned fuel chafing dishes may be used only in indoor locations for events lasting less than two hours.
- For serving events lasting more than two hours, approved powered hot-holding and cold-holding equipment is required.
- Food will be protected from contamination during service.
- On-site cooking or preparation will be done in a sanitary manner.
- A plumbed portable handwash station stocked with hand soap and disposable paper towels will be available and used at the site of service.
- Wastewater will be disposed of at the approved commissary kitchen.
- All dishes will be returned to commissary for proper cleaning and sanitizing.
- If Time as a Public Health Control is used written procedures with monitoring is required.
- Restrooms will be available for employees and consumers within 200 feet of serving location.
- Island County Food Safety Program will be notified by e-mail at [foodsafety@islandcountywa.gov](mailto:foodsafety@islandcountywa.gov) at least 14 days prior to catering events with information on location, menu, number of meals, service time, and date.
- Permit holder will be required to meet all local jurisdictional requirements (licensing, fire, etc.)

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*