



WRITTEN OPERATIONAL PLAN FOR CATERERS

A written operation plan for your catering business must be submitted with your application for a health permit. Your menu must also be included with your operation plan. The Environmental Health Branch (EHB) must review and approve operating procedures prior to the approval of your health permit application.

Your operational plan must include your business name, address of the catering facility or approved kitchen, your business telephone number, and days and hours of operation. Please provide specific food safety procedures that are relevant to your operation. The following questions are intended to assist you with the development of your procedures:

- Who will you purchase your food from?
- Who will oversee inspection of food deliveries? Please describe your inspection method(s).
- Where will foods be stored?
- How will you measure food temperatures during storage, cooking, cooling, reheating, and/or hot holding? What corrective actions will you take if food is not at the proper temperature?
- What equipment will be used to cook, reheat and hot-hold foods at the catering facility and the off-site location? Please indicate the required cooking, reheating, and hot-holding temperatures for potentially hazardous foods.
- How will potentially hazardous foods be cold held? Will you have access to a walk-in refrigerator and/or reach-in refrigerator? Please indicate required cold-holding temperature for potentially hazardous foods.
- Please describe when, where and how employees will wash their hands in the catering facility and at the off-site catering location. Please describe your hand wash station.
- Please describe how single use disposable gloves will be used safely.
- Please describe employee hygiene practices, such as the use of hair restraints, aprons, nail length/hygiene, etc.
- Please describe how utensils and equipment will be cleaned and sanitized at the catering facility and at the off-site catering location. What type of sanitizer will be used? Indicate if using a commercial pre-mixed solution or preparing your own sanitizer solution. What concentration will the sanitizer solution be? How will you test for sanitizer concentration?
- If handling raw proteins (such as chicken, beef, pork, seafood, etc.) or allergens (such as nuts, shellfish, etc.), how will you prevent cross-contamination during storage and food preparation?
- Please describe which of your menu items will require rapid cooling and what method(s) you will use to rapidly cool potentially hazardous foods (e.g. rice, soups, stews, sauces, etc.). Include cooling times and temperatures.
- Describe how you will cold hold and/or hot hold food during transportation to and at the offsite catering location.
- List all utensils and equipment that will be used at offsite locations.

PLEASE NOTE: Any changes to the submitted procedures, menu, and/or equipment will require approval by this Department. If you are operating out of a shared catering facility, please ensure that all storage racks are labeled with your business name. Sanitizing buckets must be available for use at the catering facility and offsite locations.