

CONSUMER HEALTH & FOOD SAFETY

ADMINISTRATIVE OPERATING POLICIES & PROCEDURES

SUBJECT: <div style="text-align: center; padding: 10px;"> LICENSES: CATERING </div>	EFFECTIVE DATE	APPROVED BY: <div style="text-align: center; padding: 10px;"> Javier León </div>
	JANUARY, 2005	DIVISION MANAGER

A. STATEMENT OF PURPOSE

This policy outlines requirements for catering operations in Pima County.

B. POLICY

Catering is preparing food to be transported and/or served by the catering company or by the contracting individual/group. Catering operations must comply with Consumer Health and Food Safety (CHFS) "Catering Guidelines for Pima County" (see attached) as well as appropriate safe handling practices defined in Pima County Code, Title 8.

C. PROCEDURE

1. A caterer must obtain a "License to Operate" from Consumer Health and Food Safety (CHFS).
 - a. Any food establishment licensed by CHFS *and* properly equipped can cater special events:
 - "Private" events are by invitation only; the caterer will not need additional/special permits.
 - "Open to the Public" events require that the caterer or event coordinator obtain a "Temporary Food Service" license.
 - "Private Chefs" prepare a homeowner's food in the homeowner's kitchen and are not considered caterers. CHFS does not require licensing for private chefs but does recommend that they attend an accredited food safety course.
2. Catering operations that construct their own food facility must submit an "Application for Plan Review" and follow standard procedure for that process.
3. Catering operations utilizing another licensed food establishment for food preparation must submit a **notarized statement** from the owner authorizing use of the facility.
4. Catering operations must submit a menu with specific dishes or food categories from which the customer would order. Any specialized food processes should also be described. This information will be placed on file.
5. All food prepared by a catering operation must come from approved sources and be delivered to-, stored in-, and prepared at a licensed food establishment.