



A Tradition of Stewardship  
A Commitment to Service

## CATERERS

A health permit from the Napa County Division of Environmental Health is required for anyone preparing food to be served to the public at the retail level, regardless of whether the food is consumed on or off the premises or whether there is a charge for the food, per the California Retail Food Code (CalCode).

### REQUIREMENTS

#### I. Caterers must:

- a. Obtain a Napa County Health Permit and pay all applicable fees. Commissaries located in Napa County must be permitted based on the risk category associated with the food operation. Approval for the commissary can be granted only if the catering operation does not adversely affect the existing operation(s).
- b. If the commissary is owned by someone other than the owner of the catering facility, a letter from the owner of the commissary must be submitted allowing the use of his/her commissary by the caterer.
- c. Provide a copy of the current Food Safety Certificate for an employee or owner of the catering business.
- d. Provide a general description of the catering operation that demonstrates compliance with CalCode. At minimum, the written procedure must include food preparation, protection, transportation and service, hot and cold holding, fate of unused food, cleaning and sanitizing of utensils and equipment, a sample menu and estimated number of events in the calendar year.

#### II. Caterers with a commissary in another jurisdiction must provide this office:

- a. A written statement from the local Environmental Health Department for the commissary verifying that:
  - i. The facility has enough dry storage area
  - ii. The catering activities will not negatively impact activities of the commissary.
- b. A copy of the Health Permit from the approved, permitted fixed facility to be known as "commissary".
- c. A copy of the last inspection report from the commissary.

#### III. General Requirements

- a. Caterers must conduct all food preparation at an approved permitted food facility.
- b. All food shall be manufactured, produced, prepared, compounded, packed, stored, transported, kept for sale, and served so as to be pure, free from contamination, adulteration, and spoilage; shall have been obtained from approved sources; shall otherwise be fully fit for human consumption; and shall comply with all of the CalCode.

- c. All potentially hazardous food shall be held at/below 41 F or at/above 135 F at all times except as allowed by CalCode. An accurate easily readable thermometer is required to monitor food temperatures (Sec. 113996 CalCode).
- d. No unpackaged food which has been served to any person or returned from any eating area shall be served again or used in the preparation of other food (Sec. 114079 CalCode).
- e. No food prepared or stored in a private home shall be used, stored, served, offered for sale, sold, or given away unless produced in accordance with a valid cottage food registration/permit. A private home shall not be used for the purpose of giving away, selling or handling food (Sec. 113980 CalCode).
- f. All employees preparing, serving, or handling food or utensils shall (Article 5. CalCode):
  - i. Wear clean, washable outer garments, or other uniforms, and shall keep their hands clean.
  - ii. Wash their hands and arms with cleanser and warm water before commencing work, immediately after using toilet facilities, and at other times as are necessary to prevent contamination of food.
  - iii. Wear hairnets, caps, or other suitable coverings to confine all hair.
  - iv. Minimize the use of hands when handling food (specially prepared food) by using tongs or other implements.
  - v. Not expectorate or use tobacco in any form in any area where food is prepared, served, or stored or utensils are cleaned or stored.
  - vi. Not commit any act which may result in contamination or adulteration of any food, food contact surface, or utensil.
  - vii. Not work when ill.

## **DEFINITIONS**

1. Food Facility means any room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, manufacturing, packaging, transporting, salvaging, or otherwise handling food at the retail level.
2. Potentially Hazardous Food means food capable of supporting rapid and progressive growth of microorganisms that may cause food infections or food intoxications. Potentially hazardous food does not include edible shell eggs, foods that have a pH level of 4.6 or below, a water activity (Aw) value of 0.85 or less under standard conditions, or food products in hermetically sealed containers processed to prevent spoilage.
3. Retail means the storing, preparing, serving, manufacturing, packaging, transporting, salvaging, or otherwise handling food for dispensing or sale directly to the consumer.
4. Wholesale means the sale of food in quantity for resale to the consumer by another food facility.