

## CATERER GUIDELINES

Under *The Public Health Act* regulations, providers of potentially hazardous foods, such as caterers, must obtain and be in possession of, a permit from a Public Health Inspector (PHI).

For the purposes of this guideline, “**Caterer**” is defined as a food service operator with a valid health permit, who prepares foods at a permitted food establishment which are typically transported off site and served elsewhere.

NOTE: Food may not be prepared at home or any other unapproved location.

This is a guideline only. Additional items may be required by the Public Health Inspector pursuant to the *Food and Food Handling Establishments Regulation (The Public Health Act)*.

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# CATERER GUIDELINES

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## 1. Definitions

**"caterer"** means a food service operator with a valid health permit who prepares foods at a permitted food establishment which are typically transported off site and served elsewhere.

**"food handling establishment"** includes... any place, premises, structure or vehicle in which food is

(a) manufactured, processed, prepared, packaged, stored or handled...

(b) sold or offered for sale...; (\*includes food service establishments)

**"food service establishment"** means any place where food is prepared or provided for consumption in individual portions...;

**"operator"** means the designated manager or the person in possession of or in charge of any food handling establishment;

**"potentially hazardous food"** means any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms, but does not include foods which have a pH level of 4.6 or below or a water activity value of 0.85 or less;

## 2. Registration and Permits

- All Caterers require a valid Health Permit, issued annually by a Public Health Inspector (PHI) and are subject to inspections to monitor compliance with safe food handling practices
- Prior to receiving a permit to operate as a Caterer, the operator must first register on an approved form (see *Appendix A*) as prescribed by *Manitoba Regulation 339/88R*.
- Where a business is already in possession of a permit to operate a food handling establishment, such as a restaurant, approval for the catering operation may be added to the existing permit's operating conditions/ restrictions.
- All initial registrations must describe in detail where and how food will be stored, prepared and transported (if applicable); as well as including a detailed menu and complete catering equipment list.
- Where a Caterer plans to rent or share approved space for their business operation, the attached *'Confirmation of Use Form'* (see *Appendix B*) is to be completed by both parties and included with the completed registration form.
- Where a food handler has no approved fixed base of operations, the *Temporary Food Service Establishment Guideline* must be followed and individual permits applied for at least 10 days prior to each event.
- For a temporary event such as fairs or festivals, a Caterer must obtain a temporary food establishment permit from the local PHI if the food is to be prepared at a temporary event (as opposed to prepared and transported from the permitted kitchen).
- In situations where catering equipment is limited, a PHI may place a limit on the size of events that the Caterer can serve (i.e. 100 persons or less). This restriction will be added to the operator's permit.

- Caterers may propose to acquire additional equipment and request that the cap be extended or lifted. PHIs may consider the request on a case-by-case basis.

### 3. Food Source

- All potentially hazardous foods and ingredients must be from an approved source.

### 4. Food Storage

- Adequate refrigerated storage space must be provided so that all potentially hazardous foods are stored at an internal temperature of less than 5°C(40°F); or in the freezer at an internal temperature of -18°C(0°F) or less.
- Adequate refrigerated storage space is also needed to cool foods properly.
- Refrigeration units must be equipped with accurate thermometers for verifying temperatures.
- Foods must be stored at least 15 cm (6 in.) off of the floor on shelving or by other means.
- All foods must be stored in food grade containers and protected from contamination at all times.
- Caterers that rent or share space for their business operation must have adequate, dedicated storage facilities on site for frozen foods, dry storage products, equipment and cleaning supplies (specific to their business).

### 5. Transportation

- Foods are to be transported in a timely manner in a vehicle that is clean and suitable for this purpose, when foods are served off site.
- Thermal insulated containers should be used to transport hot foods and keep them at an internal temperature of 60°C(140°F) or higher.



- Thermal insulated containers with cold/ice packs should be used to transport cold foods at an internal temperature of less than 5°C(40°F).
- Containers must be equipped with accurate thermometers for monitoring temperatures.
- Foods and dishware/utensils (if applicable) must be protected from contamination at all times during transportation.

### 6. Serving and Display

- Hot holding equipment should be preheated prior to holding hot foods above 60°C(140°F).
- Cold foods should be kept on ice or kept refrigerated below 5°C(40°F).
- If foods are being served without hot and cold holding, they must be served immediately and any leftovers discarded.
- Any foods that have been put out on display in a self serve line (buffet) must not be reused.
- Accurate metal stem thermometers must be available for monitoring internal food temperatures.

### 7. Personnel

- All personnel are to maintain good personal hygiene, practice frequent hand washing, and wear clean outer garments and a suitable hair covering.
- It is strongly recommended that Caterers have taken a recognized food sanitation course.

PLEASE CHECK ONE OF THE FOLLOWING:

- BASIC REGISTRATION       NEW OWNER       NEW CONSTRUCTION       EXTENSIVE REMODELLING

(If new operation, please specify opening date) \_\_\_\_\_

NAME OF FOOD ESTABLISHMENT: _____		
STREET ADDRESS: _____	CITY: _____	POSTAL CODE: _____
TELEPHONE: (____) _____	FAX: (____) _____	EMAIL: _____
MAILING ADDRESS FOR BUSINESS:		
<input type="checkbox"/> SAME AS ABOVE <input type="checkbox"/> ALTERNATE MAILING ADDRESS (i.e. P.O.Box): _____		
CITY _____	PROVINCE: _____	POSTAL CODE: _____

**LEGAL OWNER OF BUSINESS:** (Owner or Company Applying for Permit)

- Company Name \_\_\_\_\_
- Partnership \_\_\_\_\_
- Sole Proprietorship \_\_\_\_\_ Driver's License # \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ON SITE CONTACT PERSON: \_\_\_\_\_

<p><b>FOOD HANDLER CERTIFICATE:</b>      <input type="checkbox"/> YES      <input type="checkbox"/> NO      If Yes, date of issuance: _____</p> <p>Food Handler Certificate is NOT required outside of the City of Winnipeg but is recommended.</p> <p><b>PLAN SUBMITTED: (Required for new construction or extensive remodelling).</b>    <input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>A detailed drawing showing food preparation, processing, storage, service areas, washrooms, refrigeration facilities, equipment layout, and a listing of equipment and construction materials in food preparation areas is to be provided.</p> <p><b>PROPOSED MENU PROVIDED:</b>    <input type="checkbox"/> YES      <input type="checkbox"/> NO</p>
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\_\_\_\_\_ **DATE**      \_\_\_\_\_ **SIGNATURE OF OWNER/REPRESENTATIVE**

For Office Use Only: (CHECK APPROPRIATE BOX)

Food Service Permanent:

Banquet Hall	BevRm/Lounge	Caterer	Concession/Kiosk	Deli
Institution/Cafeteria	Takeout	Restaurant (#seats____)	Seasonal	Other (Specify)_____

Food Service Mobile:

Coffee Truck	Commissary	Push Cart	Self Contained- Full Menu	Self Contained-Ltd Menu
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Food Retail:

Bakery	Banquet Hall	Butcher Shop	Concession (No Prep)	Convenience Store	Other (Specify)_____
Fish/Seafood	Food Bank	Grocery	Hawker	Ice Retailer	

## Confirmation of Use Form

*Note: This form is to be completed by a permit applicant that rents or shares space from another party that already holds a valid permit to operate a food handling establishment.*

Name of Permitted Establishment: \_\_\_\_\_

Site Address: \_\_\_\_\_

The following information is to confirm the 'scope of access' being provided to the food processor by the site permit holder:

1. Days & Hours of Operation (*per week/month*): \_\_\_\_\_

2. Access to Equipment: (*check all that apply*)

- Walk-in Refrigerator                       Walk-in Freezer
- Commercial Refrigerators (*# of units provided: \_\_\_\_\_*)
- Domestic Refrigerators (*# of units provided: \_\_\_\_\_*)
- Domestic/Commercial Freezers (*# of units provided: \_\_\_\_\_*)
- Commercial Ovens (*# of units provided: \_\_\_\_\_*)
- Domestic Ovens (*# of units provided: \_\_\_\_\_*)
- Hot Holding Equipment (*# of units provided: \_\_\_\_\_*)
- Commercial Dishwasher                       3-Compartment Sink
- Handwash Sink                                       Dry Storage Space

\_\_\_\_\_  
Permit Applicant  
Signature

\_\_\_\_\_  
Facility Owner/Manager  
Signature

\_\_\_\_\_  
Date