



## SUMMARY OVERVIEW OF FOOD SERVICE REQUIREMENTS FOR CHURCH/PARISH AND SCHOOL KITCHENS AND CAFETERIAS



**SUMMARY OVERVIEW OF FOOD SERVICE REQUIREMENTS FOR CHURCH/PARISH AND SCHOOL KITCHENS AND CAFETERIAS**  
**(DOES NOT APPLY TO FOOD SERVED AT FIESTAS, CARNIVALS, TEMPORARY FOOD FACILITIES, EVENTS CATERED BY OUTSIDE VENDORS OR CHILD DAY CARE FACILITIES)**

	<b>Church/Parish Kitchen Not Shared With School</b>	<b>School Hires Caterer Who Distributes Pre-packaged Prepared Food</b>	<b>School Hires Third Party Vendor Which Provides Partially Prepared Food That Is Distributed On-Site; School Helps Distribute</b>	<b>School Hires Third Party Vendor Which Prepares and Distributes Food On-Site</b>	<b>Self-Proprietor School Itself Uses Its Own Cafeteria/Kitchen</b>	<b>Third Party Vendor and/or School Acts as Food Wholesaler for Other Schools</b>
<b>DEFINITION</b>	<p>Church/parish that gives or sells food to members and guests, and not to the general public is exempt from public health regulations</p> <p><b>(NB:</b> Church/Parish is not exempt from common law standards of safe food handling).</p>	<p>School contracts with a Caterer who distributes pre-packaged prepared food to the School students on-site. School staff may <b>not</b> assist Caterer in distributing food.*</p> <p>*This prohibition does not include the <b>special and rare</b> service of delivered food such as pizza or hamburgers or tacos or food from food trucks.</p>	<p>School contracts with a Third Party Vendor. Vendor partially prepares (e.g., food prepared off-site is heated and assembled or salad bar is set up) and distributes food to the School students on-site.</p> <p>School staff may only assist in food distribution if School has its own Certified Food Manager and Retail Permit (see below).</p>	<p>School contracts with a Third Party Vendor to prepare food on-site and to distribute food only to the School’s students on-site. School/parish is regarded as the “lessor.” Vendor has full operating rights and responsibilities of the leased kitchen.</p> <p>Mixed/shared use by School should be addressed in the Vendor’s “lease” agreement.</p>	<p>School prepares food on School site and distributes food to only its students on site.</p>	<p>Third Party Vendor or School prepares food on its site (Central Kitchen) and ships to a different Receiving School for distribution.</p> <p><b>(NB:</b> if School serves food for its staff, it needs an additional Permit for “inhouse feeding.” If the School serves food to its own students, it needs a Retail Permit and must follow all the rules applicable to a self-proprietor.)</p>



<b>TYPE OF PERMIT REQUIRED AND POSTING OF REQUIRED PERMIT</b>	Temporary Permit required by Church/parish that gives or sells food to the <b>general public</b> at an event that occurs no more than 3 times in 90 days. No more than 4 temporary events lasting up to 72 hours maximum allowed in 1 year.	Wholesale Permit by Caterer.  Recommended that School have available copy of Caterer's Permit.	Wholesale and Retail Permit by Vendor. Retail Permit by School.  Vendor's Permits posted in kitchen (copy of original OK). School Permit posted.	Retail Permit by Vendor in kitchen (copy of original OK).  Recommended that School have available copy of Vendor's Permit.	Cafeteria Permit by School.  Permit must be posted.	Wholesale and Retail Permits. Maybe "in house feeding" Permit.  Permits must be posted
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	<b>Church/Parish Kitchen Not Shared With School</b>	<b>School Hires Caterer Who Distributes Pre-packaged Prepared Food</b>	<b>School Hires Third Party Vendor Which Provides Partially Prepared Food That Is Distributed On-Site; School Helps Distribute</b>	<b>School Hires Third Party Vendor Which Prepares and Distributes Food On-Site</b>	<b>Self-Proprietor School Itself Uses Its Own Cafeteria/Kitchen</b>	<b>Third Party Vendor and/or School Acts as Food Wholesaler for Other Schools</b>



<b>PERMIT RESPONSIBILITY</b>	Temporary Permit responsibility of Church/Parish if food is given or sold to the <b>general public</b> up to 3 times in 90 days.	Wholesale Permit responsibility of Caterer.  School is responsible for verifying Caterer has appropriate Permit.	Wholesale and Retail Permit responsibility of Third Party Vendor.  School is responsible for verifying Vendor has appropriate Permit(s).  If School helps distribute food, Retail Permit responsibility of School.	Retail Permit responsibility of Third Party Vendor. School and/or Parish are identified as the site on the Vendor's Permit.  School is responsible for verifying Vendor has appropriate Permit.	Cafeteria Permit Sole Responsibility of Principal and/or Pastor at School.	Sole responsibility of the Permit holder. Wholesaler (Vendor and/or School) must obtain Wholesale permit.  Wholesaler must have its client list available for inspection by the Public Health Department.  Receiving School must obtain its own Retail Permit. If School-Wholesaler serves its own students, School also needs a Retail Permit.
<b>PERMIT PROCESS</b>	The local office of the Public Health Department issues a Temporary Permit applicable to specific event. Temporary Permit good for 3 events in 90 days.	School not involved.	The Third Party Vendor and/or the School must apply for a Retail Permit for the site. Public Health Department will schedule an evaluation of the School site and issue Permits upon approval of the site. The evaluation may have one of the following results:	The Public Health Department categorizes the new Third Party Vendor as a change of ownership at the School site. The Vendor must: 1. Submit Plan to Public Health Department 2. Permit issued once Vendor Plan approved.	The Public Health Department will schedule an evaluation at the School site and issue a Permit upon approval of the site. The evaluation may have one of the following results: 1. No Action 2. Corrective Orders	The Public Health Department categorizes the Central Kitchen as a Wholesale Food Establishment ("WFE") at the School site. The WFE must: 1. Submit Plan to Public Health Department 2. Permit issued upon

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<b>PERMIT PROCESS, <i>continued</i></b>			<ol style="list-style-type: none"> <li>1. No Action</li> <li>2. Corrective Orders</li> <li>3. Submit Plans</li> <li>4. Permit issued upon compliance with orders/approval of site.</li> </ol>		<ol style="list-style-type: none"> <li>3. Submit Plans</li> <li>4. Permit issued upon compliance with orders/approval of site.</li> </ol>	<ol style="list-style-type: none"> <li>Plan approval and final on-site approval.</li> <li>3. WFE provides food to receiving Schools that have secured a Retail Permit.</li> </ol>
<b>PERMIT COST</b>	Exempt from fees for Permit when proof of nonprofit status is provided.	Caterer pays applicable fees for Permit.  N/A to School.	<p>Third Party Vendor pays applicable Permit fees. School is exempt from Permit fee when proof of non-profit status is provided.</p> <p>However, the School pays applicable costs for Retail Permit evaluation process. If food distribution is shared by Vendor and School, sharing this cost can be negotiated in the contract with Vendor.</p>	<p>School is exempt from fees for Permit when proof of non-profit status is provided.</p> <p>Costs are associated with obtaining Retail Permit to meet Public Health Department guidelines. Sharing this cost may be negotiated between Third Party Vendor and the School.</p>	<p>Exempt from fees for Permit when proof of nonprofit status is provided.</p> <p>Evaluation costs are billed by Public Health Department on per hour basis at rates as noticed from time to time by Department. (2011 rates were approximately \$70 per hour, with 2 hour minimum).</p> <p>Possible costs and/or fees apply to School/Parish if evaluation calls for corrective orders or plan submittal.</p>	<p>School is exempt from fees for Permit when proof of non-profit status is provided.</p> <p>Costs are associated with Wholesale Plan to meet Public Health Department guidelines. Sharing this cost may be negotiated between the WFE and the Receiving School.</p>



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<p><b>SUMMARY OF BASIC REQUIREMENTS</b></p>	<p>If food is served to <b>general public:</b></p> <ol style="list-style-type: none"> <li>1. Hot Water</li> <li>2. Hand Sink</li> <li>3. 3-Compartment Sink</li> <li>4. Food prep sink as needed to wash, thaw meat, vegetables or fruit</li> <li>5. Liquid waste is removed via plumbing connected to sewer</li> <li>6. All food equipment generating liquid waste discharges waste indirectly to a floor sink</li> <li>7. No Potentially Hazardous Food or Beverage prepared in a private home may be offered for sale, sold or given away</li> <li>8. Proper food storage off the floor</li> </ol> <p><i>continued next page</i></p>	<p>N/A to School.</p> <p><b>Best practices:</b></p> <ul style="list-style-type: none"> <li>✓ Check Caterer's temperature log for food if packaged food is delivered hot or cold</li> <li>✓ Ask for copy of Caterer's menu to check for potentially hazardous foods</li> </ul>	<ol style="list-style-type: none"> <li>1. Hot Water</li> <li>2. Hand Sink</li> <li>3. 3-Compartment Sink</li> <li>4. Mop Sink</li> <li>5. Food prep sink to wash, thaw meat, vegetables or fruit</li> <li>6. Liquid waste is removed via plumbing connected to sewer</li> <li>7. All food equipment generating liquid waste discharges waste indirectly to a floor sink</li> <li>8. Temp. Storage: Hot at 135 °F or above; Cold at 41°F or below</li> <li>9. Adequate storage of food and utensils.</li> <li>10. Protocols: Receive Food in Compliance within Health Department Guidelines</li> <li>11. Certified Food Manager</li> <li>12. "Other" per Health Department submitted Retail Plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. Hot Water</li> <li>2. Hand Sink</li> <li>3. 3-Compartment Sink</li> <li>4. Mop Sink</li> <li>5. Food prep sink to wash, thaw meat, vegetables or fruit</li> <li>6. Liquid waste is removed via plumbing connected to sewer</li> <li>7. All food equipment generating liquid waste discharges waste indirectly to a floor sink</li> <li>8. Temp. Storage Hot at 135 °F or above; Cold at 41°F or below</li> <li>9. Adequate storage of food and utensils.</li> <li>10. Protocols: Receive Food in Compliance within Health Department Guidelines</li> <li>11. Certified Food Manager</li> <li>12. "Other" per Health Department submitted Retail Plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. Hot Water</li> <li>2. Hand Sink</li> <li>3. 3-Compartment Sink</li> <li>4. Mop Sink</li> <li>5. Food prep sink to wash, thaw meat, vegetables or fruit</li> <li>6. Liquid waste is removed via plumbing connected to sewer</li> <li>7. All food equipment generating liquid waste discharges waste indirectly to a floor sink</li> <li>8. Temp. Storage Hot at 135 °F or above; Cold at 41°F or below</li> <li>9. Adequate storage of food and utensils</li> <li>10. Protocols: Receive Food in Compliance within Health Department Guidelines</li> <li>11. Certified Food Manager</li> <li>12. "Other" per Health Department submitted Plan</li> </ol>	<ol style="list-style-type: none"> <li>1. Hot Water</li> <li>2. Hand Sink</li> <li>3. 3-Compartment Sink</li> <li>4. Mop Sink</li> <li>5. Food prep sink to wash, thaw meat, vegetables or fruit</li> <li>6. Liquid waste is removed via plumbing connected to sewer</li> <li>7. All food equipment generating liquid waste discharges waste indirectly to a floor sink</li> <li>8. Temp. Storage Hot at 135 °F or above; Cold at 41°F or below</li> <li>9. Adequate storage of food and utensils</li> <li>10. Protocols: Receive Food in Compliance within Health Department Guidelines</li> <li>11. Certified Food Manager</li> <li>12. "Other" per Health Department submitted Retail Plan</li> </ol>
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<b>SUMMARY OF BASIC REQUIREMENTS, <i>continued</i></b>	<p>9. Potentially hazardous food must be maintained at or below 41 °F or at or above 135 °F</p> <p>10. Food must be protected from contamination</p> <p>11. Employees must wear clean clothing and keep hands clean</p>					<p><b>Important:</b> Receiving School must have Retail approved Basic Requirements which may be contracted to Wholesale Provider</p>





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<b>LIABILITY</b>	Liability on Church/Parish if food is given or sold to the <b>general public</b> .	Liability on permitted Caterer. School indemnified by contract with Caterer.	Liability on permitted Third Party Vendor and School if food is partially prepared at School site and School helps distribute the food.	Liability transferred contractually to permitted Third Party Vendor.  Contracts must be approved by Archdiocesan Legal Department.  Protocols must be in place for shared kitchen use between Third Party Vendor and School/Parish uses. Shared liability use yet to be determined.  <b>Note:</b> Public Health Department does not sanction sharing commercial food facilities without proper permits.	Liability on School and/or Parish	Liability on WFE regarding food production and transport. Receiving School takes liability for food sold. WFE does not become a retailer unless a second site specific Permit is secured.  Contracts must be approved by Archdiocesan Legal Department.  Protocols must be in place for shared kitchen use between WFE and School/Parish uses. Shared liability use yet to be determined.



<b>INSPECTION GUIDE</b>	Retail Inspection Guide if food is served to <b>general public</b> up to 3 times in 90 days.	N/A to School.	Wholesale and Retail Inspection Guides- see below.	Retail Inspection Guide see below.	Retail Inspection Guide see below.	Wholesale Inspection Guide – See Below. Retail Inspection Guide if food served to students.
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<b>ANNUAL INSPECTION COSTS</b>	N/A	N/A to School.	See annual fee schedule (As of 2013: approximately \$476 per year for Cafeteria Permit fee; approx. \$70 per inspection hour – 2-hour minimum)	See annual fee schedule (As of 2012-13 \$476 per year for Cafeteria Permit fee; approx.\$70 per inspection hour – 2-hour minimum)	See annual fee schedule (As of 2012-13 : \$476 per year for Cafeteria Permit fee; approx. \$70 per inspection hour – 2-hour minimum)	See annual fee schedule (As of 2013: \$2000-2624 per year for Wholesale Permit fee; approx.\$70 per inspection hour – 2-hour minimum)
<b>CERTIFIED FOOD MANAGER</b>	Church/Parish needs a Certified Food Manager if food is given or sold to the <b>general public</b> .	Caterer must have Certified Food Manager.	Vendor and School must have Certified Food Managers. Need not be on site when kitchen is being used.	A Certified Food Manager must be on School site. This may be contracted to Third Party Vendor.	A Certified Food Manager must be on School site. Employee designated by Principal and/or Pastor.	Yes. There must be a Certified Food Manager on School Site. This may be contracted to Wholesaler.
<b>CERTIFIED FOOD HANDLER CARD</b>	Exempt.	Required of all Caterer employees who handle food.	Vendor employees who handle food must have card; school and church volunteers are excluded.	Required of all Vendor employees who handle food.	Exempt.	All persons handling food must have card.



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<b>MIXED-USE ALLOWED</b>	Yes, with proper protocols.	N/A to School.	Health & Safety Code does not sanction mixed/shared use of commercial kitchens.  However, with written protocols and instructions prepared by Archdiocese mixed/shared use may be possible. Liability issues have not yet been determined between Archdiocese and Third Party Vendors.	Health & Safety Code does not sanction mixed/shared use of commercial kitchens.  However, with written protocols and instructions prepared by Archdiocese mixed/shared use may be possible. Liability issues have not yet been determined between Archdiocese and Third Party Vendors.	Health & Safety Code does not sanction mixed/shared use of commercial kitchens.  However, with written protocols and instructions prepared by Archdiocese mixed/shared use may be possible.	No.



<b>MIXED-USE PROTOCOLS</b>	As determined by Enforcement Officer issuing the temporary Permit.	N/A to School.	<ol style="list-style-type: none"> <li>1. Protocols prepared by Archdiocese must be used</li> <li>2. Contract agreement in place between School and Non-School user (includes School and Booster uses). Health Department's overriding principle is to ensure safety of children</li> <li>3. Food storage not mixed <i>continued next page</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Protocols prepared by Archdiocese must be used</li> <li>2. Contract agreement in place between School and Non-School user (includes School and Booster uses). Health Department's overriding principle is to ensure safety of children</li> <li>3. Food storage not mixed <i>continued next page</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Protocols prepared by Archdiocese must be used</li> <li>2. Contract agreement in place between School and Non-School user (includes Parish uses). Health Department's overriding principle is to ensure safety of children.</li> <li>3. Food storage not mixed</li> <li>4. Refrigeration storage not mixed</li> </ol>	Not applicable – mixed/shared use prohibited.
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<b>MIXED-USE PROTOCOLS, continued</b>			4. Refrigeration storage not mixed 5. Sanitizing agent used on food contact surfaces 6. Grills may be shared 7. Clear clean-up protocols with Third Party Vendor supervision – must include cleaning and sanitizing prior to resuming regular food service	4. Refrigeration storage not mixed 5. Sanitizing agent used on food contact surfaces 6. Grills may be shared 7. Clear clean-up protocols with Third Party Vendor supervision – must include cleaning and sanitizing prior to resuming regular food service	5. Sanitizing agent used on food contact surfaces 6. Grills may be shared 7. Clear clean-up protocols with “School” supervision – must include cleaning and sanitizing by regular food service staff prior to resuming regular food service	
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[http://publichealth.lacounty.gov/eh/RFIG/RETAIL%20FOOD%20INSPECTION%20GUIDE\\_V2007.pdf](http://publichealth.lacounty.gov/eh/RFIG/RETAIL%20FOOD%20INSPECTION%20GUIDE_V2007.pdf)

Retail Inspection Guide

[http://publichealth.lacounty.gov/eh/docs/wholesale\\_guide.pdf](http://publichealth.lacounty.gov/eh/docs/wholesale_guide.pdf)

Wholesale Inspection Guide

