

# Off-site catering

## Goal

To ensure that off-site events are properly resourced and organised in advance.

The Act requires:

- Food must be safe and suitable
- Food must be handled in ways that minimise the contamination or deterioration of food and prevents food from containing any biological or chemical agents or other substance that would be unexpected and unreasonable in food.

## Why?

- The lack of appropriate off-site facilities may result in food becoming contaminated.

## How this is done

### Pre-event check

Before each off-site catering event, the extent of the food preparation and handling activities to be undertaken off site must be determined and relevant procedures and record-keeping requirements of this plan identified.

Make the following checks:

- What facilities will be available at the venue or site for:
  - food storage (including chilled and frozen food);
  - preparation;
  - cooking;
  - changing areas for staff;
  - toilets;
  - hand washing;
  - cleaning equipment etc.
- What services are on-site:
  - water;
  - electricity (if needed);
  - solid and liquid waste disposal.
- When appropriate facilities or services are not available off site, arrangements must be made to provide them. If this is not possible, and an alternative venue is not an option, catering must not be provided for the event.

All of the procedures in this FCP continue to apply and must be followed when catering off-site.

### Staffing

- Sufficient staff must be available, and casual staff must be appropriately trained and supervised.

### Transportation

- Sufficient and appropriate food transport must be available – see *Transporting food*.
- Equipment, utensils and food supplies etc. must be checked on arrival at the off-site venue to ensure that they are still appropriate to use – see *Purchasing and receiving goods*.

## What if there is a problem?

You must throw away any ready-to-eat food that becomes contaminated.

You must throw away potentially hazardous food that has been kept between 5°C and 60°C for longer than four hours.

If there has been an equipment breakdown or failure, you must make arrangements to replace or repair equipment. Review the adequacy of the maintenance schedule and make changes as appropriate.

## Write it down

You must use the Off-site catering pre-event checklist to record what arrangements are needed.

You must follow the record-keeping requirements in the procedures relevant to the event such as Transporting food, Reheating prepared food, Display and self-service, Hot holding prepared food etc.

# Off-site catering pre-event checklist

The procedures in the FCP must be followed when catering off site. This includes any record-keeping requirements.

Function	
Name of function:	
Client:	Client telephone:
Venue:	Date:
Style of function:	
Food service: Cocktail/served meal/buffet meal    hot food    cold food	
What food preparation/cooking will be carried out on site?	
Event: Indoor/outdoor (e.g. tent) [specify]	Duration: One day/other [specify]
Catering facilities: In building/other [specify]	
Guest number(s):	Serving time(s):
Special dietary needs (e.g. allergies):	
What is the access to the venue?	

Check that the following facilities, equipment and services are available at the venue or site and that they will be suitable and sufficient for the catering activities to be undertaken.

Venue	Yes	No	What needs to be provided
<b>Facilities and equipment</b>			
Dry goods storage			
Catering area (size, construction etc)			
Benches			
Sinks/wash-hand basins			
Hot water			
Fridge storage			
Freezer storage			
Oven(s)			
Number of hotplates			
Hot-holding (bain-marie etc)			
Clearing zone for used/dirty dishes etc			
Staff changing area			
Toilet facilities			
<b>Services provided</b>			
Electricity supply (and sufficient electrical points)			
Water (potable water supply)			
Waste			
<b>Staff</b>			
Sufficient trained staff available			
<b>Transportation</b>			
Suitable means of transporting food			