



Catering Food Service Operation

Food service operations preparing food under contract in support of an event or function must be licensed as a Catering Food Service Operation. The events and functions may include, but are not limited to, weddings, parties, luncheons, etc. Caterers must operate out of an approved and licensed food service operation.

All caterers operating in Wood County must operate in compliance with the Ohio Uniform Food Safety Code and the Ohio Administrative Code (OAC). A food service caterer is one which has approval to transport, serve, store, prepare and return utensils/equipment to the licensed food service commissary.

According to the Ohio Administrative Code Section 3701-21-01, a catering food service operation is defined as:

“A food service operation, as defined in section 3717.01 of the Revised Code where food is prepared for serving at a function or event held at an off-premise site, for a charge determined on a per-function or per-event basis. The charge is contracted for on the basis of the entire luncheon, banquet, or event and not on the basis of an individual meal or lunch.”

In order to obtain approval from our department as a Catering Food Service Operation, the following must be completed:

1. Submit, in writing, details of the proposed transportation, service, preparation, etc.
2. Include a sample menu to indicate types of foods which you will be catering.
3. The maximum number of people that you would be serving. This could vary with the complexity of the menu. For example, one might have the ability to serve cold-cut buffet with salads to 150; however only have the ability to serve hot roast beef, potatoes and all the trimmings to only 50.
4. A detailed listing of all equipment that will be utilized for transportation, storage, and serving of food off-premises. Make and model numbers of equipment. All equipment used for catering must be commercial grade and NSF tested.
5. Maximum distance that you will be catering from your central commissary. The types of hot and cold holding units could vary greatly with the distances and amount of time that such units will necessarily have to maintain proper temperatures.

The applications for a food service caterer could in some cases increase your license fee. If you have any questions, please contact our office regarding this or any other matter.