

## PRINCE GEORGE'S COUNTY REQUIRES ALL CATERERS MUST

- NOT operate from a private residence or unlicensed kitchen
- employ at least one worker with a valid Prince George's County Certified Food Service Manager Card
- submit catering facility plans (including kitchen equipment, catering equipment, operation storage and refrigeration) to the Health Department prior to new operation. The facility must have sufficient food storage and refrigeration space
- operate and prepare all foods and beverages from a licensed facility kitchen
- obtain all food and drinks from Health Department approved sources covered under a routine inspection program
- NOT use foods or drinks that have been stored, prepared and/or cooked in a private residence or unlicensed kitchen
- wash, sanitize and store all equipment and utensils at a licensed facility
- indicate the caterer's Prince George's County Food Service Facility Identification Number on all publications specifying the business name for the general public (i.e. business cards, contracts, print media, flyers, brochures)
- transport foods safely at proper holding temperatures to the location served, in vehicles that are maintained in a clean and sanitary manner
- provide a list of catering events (name, date time, number of people) monthly to the Health Department
- assure that toilet and hand washing facilities are available within a reasonable distance at all times to food service workers



## CONTACT INFORMATION

**If you are interested in opening a new catering business and need more details:**

Food Protection Program  
Division of Environmental Health  
Largo Government Center  
9201 Basil Court, Suite 318  
Largo MD 20774

Office: 301-883-7690  
Fax: 301-883-7601  
TDD for the hearing impaired 301-883-5025  
foodprotectionprogram@co.pg.md.us

# Operating A Catering Business IN PRINCE GEORGE'S COUNTY



Food Protection Program  
Division of Environmental Health  
Prince George's County Health Department  
Office: 301-883-7690 Fax: 301-883-7601  
TDD for the hearing impaired 301-883-5025  
[www.princegeorgescountymd.gov](http://www.princegeorgescountymd.gov)





## THE ROLE OF YOUR HEALTH DEPARTMENT IN FOOD PROTECTION

One very important role of your local health department is to **protect the general public's health by licensing and monitoring the facilities and operations of businesses that prepare and serve food and beverages**. The requirements that food handlers must adhere to are specified by County law and enforced through routine inspections.

**Personal chefs are not regulated by the Health Department.** A personal chef is an individual who is hired to prepare and/or serve foods at a private function. Personal chefs use the homeowner's foods and only prepare those foods in the homeowner's private kitchen. It is recommended that anyone who is interested in becoming a personal chef attend a food safety course.

**All caterers must be licensed by the Health Department as a food service facility.**

A caterer is a person or persons who prepares, delivers, serves, supplies and transports food and drinks to public events.

There are two types of caterers:

1. **Licensed restaurants and other food service businesses that operate from a fixed facility or location** may provide catering services from that facility.
2. **Caterers contracting to use a licensed kitchen.**

Both types of caterers must possess licenses to legally operate their businesses.

## HEALTH DEPARTMENT CATERING REQUIREMENTS

People can become ill from consuming foods and drinks that are not handled properly during storage, preparation, transport or serving. Through the processing of food service facility permit applications and the performance of routine food service facility inspections, **the Prince George's County Health Department assures that safe food handling requirements are met to protect the public's health at all times.** Facility licenses are issued accordingly.

A **Prince George's County Food Service Facility Identification Number** is assigned when a Food Service Facility permit/license is issued.

All caterers must have a Certified Food Service Manager on staff in order to be licensed. A list of instructors can be obtained from the Food Protection Program. A **Prince George's County Health Department Certified Food Service Manager Card** is issued to those who complete the training and pass one of the nationally approved exams.

