FOOD PROTECTION QUESTIONNAIRE FOR CATERED EVENTS

Date of Event: ___________________________ Event Time: ________________

Building for Event: ___________________________ Rm: ________________

1. Caterer will be: ___________________________ [ ] Delivering  [ ] Serving

   Name of Caterer ___________________________

2. List all foods that you will be chilling, cooking and/or reheating at Amherst College.

   On Ice / Refrigerated  Cooking  Reheating
   __________________________________________  __________________________________________  __________________________________________
   __________________________________________  __________________________________________  __________________________________________
   __________________________________________  __________________________________________  __________________________________________

   - Serv-Safe trained person on site?  [ ] Yes  [ ] No

   - Required sign (8 1/2” X 11”) indicating the catered food may contain nuts, dairy, seafood or other potential food related allergens.  [ ] Yes  [ ] No

3. List all potentially hazardous foods (PHF) and the individual intended temperature required.

   __________________________________________  __________________________________________  __________________________________________
   __________________________________________  __________________________________________  __________________________________________
   __________________________________________  __________________________________________  __________________________________________

4. List the required temperature for each food as it leaves your preparation site.

   __________________________________________  __________________________________________  __________________________________________
   __________________________________________  __________________________________________  __________________________________________
   __________________________________________  __________________________________________  __________________________________________

5. How will the PHF be kept at or below 41°F? __________________________________________

6. How will the PHF be kept at or above 140°F? __________________________________________

7. Time of PHF  [ ] Setup  [ ] Served  [ ] Removed

8. List all equipment that will be supplied for event, including food thermometer, cleaning wipes, heating units, ice, utensils and non-latex gloves.

   __________________________________________  __________________________________________  __________________________________________
   __________________________________________  __________________________________________  __________________________________________
   __________________________________________  __________________________________________  __________________________________________

______________________________
Signature

Please return completed form to Environmental Health & Safety - Fax to 413 542-5789