

# Saint Anne Parish

## ServSafe Information

The following guidelines are mandated by the State and Littleton Board of Health:

- Events that serve food to 20 or more people require a ServSafe trained person be present
- Prior to the event, all caterers must provide the Parish Office with a copy of their food permit or license issued to the catering business from the town or city in which the food is prepared, a copy of their food safety certificate and a copy of their food allergen awareness certificate.

### Food Safety Guidelines

- Any left over food items that are served buffet style **must** be discarded at the end of the event. Individually wrapped items are not included.
- Any unopened food items may be donated to the church-please communicate this to a staff member. All other left over food should be discarded and/or removed from the premises.
- **Serving utensils are required for all food.** This includes sandwiches, chips, cookies, etc. Individually wrapped items are recommended. For example; individual bags of chips instead of chips in a bowl.
- Single use gloves are required for all people handling food directly.
- Hand washing is essential for food handling.
- All kitchen surfaces must be sanitized. Instructions are above sink.
- All dishes and utensils must be washed and sanitized after use.
- The kitchen must be left in clean condition.
- Please utilize and encourage recycling of empty cans and plastic containers.