



Caterer Evaluation Form

Instructions: This form is to be completed and submitted to HNS at ContactHNS@azed.gov for the annual renewal process by no later than **August 31**. A completed copy of this document must remain on file for five years.

Facility Review	Yes	No
Does storage space appear to be adequate?		
Is the storage space in good repair?		
Are USDA Foods stored separate from commercial items and clearly identified?		
Are USDA Foods stacked off the floor and on pallets or shelves to allow for proper ventilation and easy inventory?		
Are USDA Foods stacked at least 6 inches from any walls and at least two feet from the ceiling?		
Are USDA Foods stacked to prevent damage from excess weight on bottom layers?		
Are out-of-condition foods stored separately?		
Are foods stored separately from pesticides, herbicides, cleaning supplies, and other materials that could contaminate foods in storage?		
Are safeguards taken to prevent donated foods from theft, spoilage and other loss?		
Is the storage area maintained in a way that prevents accidents?		
Is the storage area free from rodent, bird, insect, and other animal infestation?		

Inventory Review	Yes	No
Is the catering company maintaining an inventory system?		
Is an inventory tracking log being used?		
Does the caterer service multiple schools?		
Is each school's inventory kept separate from each other?		

Food Safety Review	Yes	No
Are daily temperature readings recorded for all storage facilities and records maintained?		
Are dry storage areas maintained between 50°F and 70°F?		
Are the refrigerated storage areas maintained at a temperature between 35°F and 41°F?		
Are the freezer storage areas at a temperature of 0°F or below?		
Are catering employees properly trained in food safety?		
Is a written food safety plan in place?		

Documents Review	Yes	No
Are required local/state health inspection certifications on file?		
Are permits/licenses on file?		
Are employee food handling documents current and on file?		
Are standardized recipes, production records, and product labels on file to ensure meal pattern compliance?		
Is there a written policy in place which describes how to review safe food-handling procedures, food production, food quality and other parameters incumbent in purchasing storing, preparing, transporting, and serving meals in conjunction with the SFA's Child Nutrition Program?		

Buy American	Yes	No
Are there any Buy American violations? (Note specific products in comments)		
Are there exceptions on file for the products in violation of the provision?		

Comments

I have read and understand the questions on this evaluation form. My answers are correct and complete to the best of my knowledge.

Printed Name of Authorized RA Representative	Signature	Date
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Printed Name of Authorized Caterer Representative	Signature	Date
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