Food Establishment Operational Plan

12/23

Operational Plan Template

|  |  |
| --- | --- |
| Business Name: |  |
| Address: |  |
| Phone /Email: |  |

Days and Hours of Operation: Insert Hours of Operation in the Following Format: 8am to 8pm

|  |
| --- |
| Days: Hours: |
| Seasonal: Yes☐ No☐ Months of Operation: |

Projected Maximum Number of Meals to Be Served Per Day

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Breakfast |  | Lunch |  | Dinner |  |  |

Maximum Number of Kitchen Staff Available

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Breakfast |  | Lunch |  | Dinner |  |  |

Type of Services (Check All That Apply)

|  |  |
| --- | --- |
| ☐ | Commercially Packaged Foods Only |
| ☐ | Cook and Serve |
| ☐ | Hot/Cold Holding and Serve |
| ☐ | Cook, Cool, Reheat, Hot Hold and Serve |
| ☐ | Other: |

Describe Type of Special Processes NA ☐

|  |  |
| --- | --- |
| A variance and/or HACCP plan will be required | |
| ☐ | Sous Vide/Reduced Oxygen Packaging |
| ☐ | Sushi Rice Method: ☐ Acidification ☐ Using time as a public health control |
| ☐ | Raw Fish: Sashimi, Ceviche |
| ☐ | Juice Processing and Packaging ☐ Onsite Sale ☐ Offsite Sale |
| ☐ | Curing, Drying Meat, Poultry or Fish |
| ☐ | Fermenting (Example: Pickles, Sauerkraut, Kimchi) |
| ☐ | Smoking for Preservation |
| ☐ | Acidification, Low Acid Canned Food |
| ☐ | Using Food Additives |
| ☐ | Sprouting |
| ☐ | Other: |

Time-temperature Control for Safety (TCS) Foods to Be Handled, Prepared and Served

|  |  |  |
| --- | --- | --- |
| Thin meats, poultry, fish, and egg- examples: pizza, hamburger, deli sliced meats | Yes ☐ | No ☐ |
| Thick meats, whole poultry-examples: roast beef, whole turkey, chicken, pork | Yes ☐ | No ☐ |
| Cold processed foods-examples: salads: green/potato/slaw, sandwiches | Yes ☐ | No ☐ |
| Hot processed foods-examples: soups, stews, rice, noodles, gravy, casserole | Yes ☐ | No ☐ |
| Bakery items-examples: pies, custards, bread, cream filling, meringue | Yes ☐ | No ☐ |
| Raw or partially raw seafood, meat, or poultry-examples: sushi, oysters, clams, steak tartar | Yes ☐ | No ☐ |
| Fish: serving fish that requires parasite destruction made on site examples- sushi, ceviche | Yes ☐ | No ☐ |
| Fresh or live shellfish (oysters, mussels, clams, cockles) | Yes ☐ | No ☐ |
| Exotic Mushrooms | Yes ☐ | No ☐ |

Check Equipment

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ | Hand sink  How many: | ☐ | Reach-in freezer How many:  Type: ☐ 1-door ☐ 2- door ☐ multiple |
| ☐ | Food preparation sink | ☐ | Stove ☐Gas ☐Electric |
| ☐ | Utility sink/ mop sink | ☐ | Oven |
| ☐ | Dump sink | ☐ | Convection oven |
| ☐ | 3-bay sink | ☐ | Fryer |
| ☐ | 3-bay sink at the bar | ☐ | Griddle/Flat top |
| ☐ | Dish machine | ☐ | Flame grill |
| ☐ | Ice bins/Ice machines | ☐ | Salamander |
| ☐ | Buffet line | ☐ | Hot holding table |
| ☐ | Ventilation hood | ☐ | Steam kettle |
| ☐ | Walk-in cooler How many:  ☐ Indoor ☐ Display ☐ Outdoor | ☐ | Rotisserie |
| ☐ | Walk-in freezer How many:  ☐ Indoor ☐ Display ☐ Outdoor | ☐ | Bathroom/Toilet facilities |
| ☐ | Reach-in refrigerator How many:  Type: ☐ 1-door ☐ 2- door ☐ multiple | ☐ | Grease trap |
| ☐ | Sandwich prep/Low boy How many:  Type: ☐ 1-door ☐ 2- door ☐ multiple | ☐ | Other: |
| ☐ | Refrigerated Drawers How many:  Type: ☐ 1-door ☐ 2- door ☐ multiple | ☐ | Other: |

Food Supplies

|  |
| --- |
| How many times per week will you get delivery for the following?  Refrigerated Foods: 1x☐ 2x☐ 3x☐ 4+☐ Daily ☐ NA ☐  Frozen Foods: 1x☐ 2x☐ 3x☐ 4+☐ Daily ☐ NA ☐  Dry Goods: 1x☐ 2x☐ 3x☐ 4+☐ Daily ☐ NA ☐ |

Catering and Off-Site Services NA ☐

|  |  |  |
| --- | --- | --- |
| Will meals be prepared or cooked at off-site locations? | Yes ☐ No ☐ | |
| What type of vehicles will be used to transport food? | | |
| How will HOT food be held at proper temperature during transport, preparation, and serving? | | NA ☐ |
| How will COLD food be held at proper temperature during transport, preparation, and serving? | | NA ☐ |
| How will food be protected from contamination during transport, preparation, and serving? | | |
| Additional Comments: | | |

Garbage and Refuse NA ☐

|  |  |
| --- | --- |
| Will refuse be stored inside? If yes, where? | Yes ☐ No ☐ |
| Will a dumpster be used? If yes, provide answer below.  How many dumpsters? 1-☐ 2-☐ 3-☐ 4+☐  How many times will the dumpster be picked up per week?  1x☐ 2x☐ 3x☐ 4+☐ Bi-Weekly☐ Monthly ☐ | Yes ☐ No ☐ |
| Will garbage cans be stored outside? | Yes ☐ No ☐ |
| Will a grease receptacle be available to store used cooking oils?  How many times will the grease receptacle be picked up per week?  1x☐ 2x☐ 3x☐ 4+☐ Bi-Weekly Monthly ☐ | Yes ☐ No ☐ |
| Are dumpsters/compactors/garbage cans/grease receptacles stored on non-absorbent materials such as concrete or asphalt? If no, describe surface: | Yes ☐ No ☐ |

**Rhode Island Department of Health, Center for Food Protection**

**For more information, call 401-222-2750**