

## Operating your Food Establishment

### Person in Charge (PIC)

At least one Person In Charge must be present at all times during food service to make sure all food safety rules are followed. The designated PIC must:

- ◆ Demonstrate food safety knowledge
- ◆ Know when to restrict ill food workers
- ◆ Ensure food workers follow the food safety regulations

### Employee Training & Food Worker Cards (FWC)

One of the most important elements of safe food service is knowledgeable food workers.



All food workers must have a valid Washington State FWC. New employees without a FWC may have up to 14 days to obtain one but must be given valid food safety training before beginning food handling; the training must be documented.

FWCs can be obtained online at:  
[www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov)

In-person classes are available Thursdays in the GCHD office, 9 a.m. in English, 10 a.m. in Spanish.

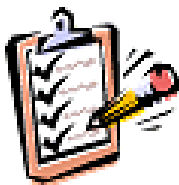
### Employee Health & Hygiene Policy

Food establishments must have an employee health policy (“ill worker policy”) to ensure that ill food workers do not handle food, or in some situations, not report to work at all when they are sick. Food workers must inform the PIC if they have diarrhea, vomiting or jaundice, or if they have been diagnosed with Salmonella, Shigella, E. coli, or hepatitis A.

A copy of your establishment’s ill worker policy must be submitted with your plans and kept onsite at all times.

## Inspections and Enforcement Actions

The first routine inspection will usually occur within one month after opening. Routine inspections are unannounced and done twice per year for complex food establishments (i.e. full service restaurants) and once per year for simple establishments (i.e. espresso stands, grocery only).



Establishments with substantial violations will be subject to follow-up inspections (re-inspections) to ensure the violations have been corrected. Each re-inspection is billed to the establishment at a cost of half the annual license fee. Repeated failed inspections or failure to meet compliance schedules may result in suspension of the permit to operate.

GCHD inspectors also visit food establishments to investigate customer complaints and/or reports of foodborne illness.

Educational-only visits may also be conducted— these are generally prearranged and made at no cost.

### Contacting the Health District

Please call any time you have questions or concerns regarding your food service operation.

Food establishment operators are required to contact GCHD to report:

- ◆ Foodborne illness or to report a food worker that is diagnosed with one of the conditions mentioned previously.
- ◆ Imminent health hazards such as a fire, flood, loss of electricity or water (hot or cold), or if a sewage spill or back-up happens. You will need to close your restaurant if any of these situations occur.
- ◆ Any proposed changes to the food establishment such as a remodel, major menu changes, new owner(s), new operating hours, or temporary and permanent closure.

**Grant County Health District**  
**1038 W. Ivy Ave Moses Lake, WA 98837**  
**(509) 766-7960**

**[www.granthealth.org](http://www.granthealth.org)**  
**Email: [foodsafety@granthealth.org](mailto:foodsafety@granthealth.org)**

## Opening a New Food Establishment



**A guide to help you  
through the plan review  
process, pre-opening  
inspection and continued  
operation of your new food  
establishment.**



GRANT COUNTY HEALTH DISTRICT

## New Food Establishments

Congratulations on your decision to start a new food establishment in Grant County!

This brochure was designed to help you meet GCHD requirements for building or remodeling a food establishment and maintain compliance of your food service operation.

It is a summary of the requirements therefore it should be used as a reference only.

### Plan Review Process

Washington State food safety regulations require that plans for all new or remodeled food establishments be reviewed and approved by the local health jurisdiction before starting construction.

A thorough plan review is needed to ensure the establishment will be built in compliance with food code requirements and will catch potential problems before costly purchases, installation and construction begins. Ultimately, a plan review will help to identify issues that could potentially result in future violations, penalties for poor inspections and even foodborne illness.

A food safety inspector from the Environmental Health Division conducts the plan review, which normally takes between two to three weeks to complete once all elements are received. Sometimes changes to the plans must be made in order to meet all requirements. You will be notified of the changes needed by phone or letter. Plans may need to be revised and resubmitted several times before they are approved.

### Other Agencies

There are other state and local agencies you will need to contact for approval as well, such as Liquor Control Board, Labor & Industries, city building and fire departments and business licensing agencies.

### Step 1. Complete and submit the following items and pay appropriate plan review fee:

- ◆ Plan review application
- ◆ Business details
- ◆ Menu and consumer advisory statement
- ◆ Food preparation methods for all menu items
- ◆ Scaled floor plan with finish schedules specified and all equipment listed and located.
- ◆ Ill food worker policy
- ◆ Proof of approved water and sewage disposal
- ◆ Commissary information (catering and mobile food operations only)

#### Plan Review Packet

All of the above items are a part of the “Plan Review Packet”. The packet also contains a list of minimum requirements for food establishments which will help you know what to include in your plans. You can pick up a packet at our office or print one off our website at: [granthealth.org/food-application/](http://granthealth.org/food-application/)

### Step 2. Approval Letter



Once your plans are approved, the inspector will send you a letter stating your plans are approved and list any contingencies.

### Step 3. Construction

As soon as you receive your plan approval letter and approval from other agencies, you may begin construction of your food establishment.

If any unplanned issues arise that require changes to the approved plans, call the inspector right away

### Step 4. Other Fees

The food establishment license fee and pre-opening inspection must be paid in full prior to scheduling the pre-opening inspection. A blank food establishment application is included in the plan review packet and is also available at [granthealth.org/food-application/](http://granthealth.org/food-application/).

### Step 5. Pre-Opening Inspection

A food safety inspector will conduct the pre-opening inspection to ensure the food establishment was constructed according to the approved plans.

When construction is complete and you are ready to open, contact the inspector at least one week prior to your expected date of opening to schedule the pre-opening inspection.

If the pre-opening inspection is not satisfactory, a detailed correction notice will be given to the operator or person-in-charge. Once the items are corrected, you may reschedule another inspection. (may require additional fee).

### Step 6. Approval to Operate

If all facilities are in place according to the plans, equipment is functioning properly, workers are trained and have food worker cards as required, and fees are paid; your permit to operate will be issued.

#### Food Establishment Permit

Our permits are printed on blue paper and should be displayed so that they are visible to customers. Permits expire at the end of each calendar year (Dec. 31<sup>st</sup>) at which time you will need to renew your permit for the following year. Expect to receive your permit renewal packet sometime in early December each year. Once paid, you will receive a new blue paper permit to display, and the expired one should be removed.

#### Food Safety Regulations

Complete food safety regulations are detailed in the Washington State Retail Food Code, Chapter 246-215 Washington Administrative Code. Copies are available online at the Washington State Department of Health, Food Safety Program website: [www.doh.wa.gov/ehp/sf/food/food.htm](http://www.doh.wa.gov/ehp/sf/food/food.htm)