



City of Leominster
Office of the Health Department
25 West Street – Suite 9
Leominster, Massachusetts 01453
www.leominster-ma.gov

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Food Establishment Requirements

Certifications:

- Each food establishment shall designate at least one Person in Charge (PIC) who is at least 18 years of age and works as a full-time manager. A PIC shall be present at the food establishment during all hours of the operation.
- Choke Saver Certification if your establishment has more than 25 seats.
- Each food establishment must have at least one PIC that is a Certified Food Protection Manager.

Accredited programs that offer Food Protection Manager training:

Prometric

7941 Corporate Dr.
Nottingham, MD 21236
1-443-751-4800 or 1-866-776-6387

ServSafe

175 West Jackson Blvd., Suite 1500
Chicago, IL 60604
1-800-765-2122

AboveTraining/StateFoodSafety.com

507 E. Technology Avenue, Building C
Orem, UT 84097
1-801-494-1419

360training.com (Learn2Serve)

13801 Burnet Rd., Suite 100
Austin, TX 78727
1-888-360-8764

National Registry of Food Safety Professionals

6751 Forum Drive, Suite 220
Orlando, FL 32821
1-800-446-0257

- Each food establishment must have at least one PIC that has completed Allergen Awareness Training.

Accredited programs that offer Allergen Awareness training:

Berkshire Area Health Education Center

1350 West Street
Pittsfield, MA 01201
(413) 236-4500
<http://www.berkshireahec.org/>

Massachusetts Restaurant Association

160 East Main St. - Suite 2
Westborough, MA 01581
508-303-9905
<http://www.themassrest.org/>

All Certifications and Permits Must Be Posted in a Conspicuous Manner Visible to the Public

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This document is for guidance purposes only and does not constitute a complete list of requirements that may or may not be required by the City of Leominster Health Department or other municipal departments

Licenses & Permits

- A completed City of Leominster Food Permit Application must be provided to the Health Department along with the following:
 - Copies of all Food Protection Manager Certifications held by your staff.
 - Copies of all Allergen Awareness Certifications held by your staff.
 - Copies of all Choke Saver Certifications held by your staff.
 - Copy of the Common Victualler License issued by the Leominster License Commission.
 - Copy of the Business Certificate issued by the Leominster Clerks Office.
 - Copy of your complete menu.
- If your establishment offers frozen desserts such as soft serve ice cream or slushies, you must apply for a Frozen Desserts License from the City of Leominster Health Department.
- If your establishment operates as a bakery where baked items are sold for retail sale, you must apply for a Bakery License from the City of Leominster Health Department.

Physical Facility:

- You must consult the City of Leominster Building Department and Fire Prevention for requirements pertaining to zoning, change of use, and fire suppression.
- All surfaces must be smooth, easily cleanable, and non-absorbent.
- Dedicated handwashing sinks must be provided to allow convenient use by employees in food preparation, food dispensing, and ware washing areas. “Employees Must Wash Hands” signage shall be displayed at all handwash stations including bathroom sinks.
- Thermometers must be provided and clearly visible in all refrigeration and freezer units.
- A 3-basin sink large enough to facilitate the washing, rinsing, and sanitization of all utensils and ware items in the establishment. Chemical sanitizers and appropriate test-strips must be available.
- A 3-basin sink is required to have an appropriately sized under mount grease trap. This grease trap must be cleaned and maintained on a regular basis. *Please note, an external grease trap of significant capacity may be required at the discretion of the Health Director*
- At least 1 service sink or 1 curbed cleaning facility equipped with a floor drain shall be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste.
- A written vomit and diarrhea clean-up procedure as well as a body fluid spill kit must be available at the establishment. Examples of said plan/kit are available in the Health Department.
- Your menu, both pamphlet and physical display, must include the following language:
Before placing your order, please inform your server if a person in your party has an allergy
If you serve foods cooked to order, your menu must also include the following language:
Consumption of raw or undercooked meats, poultry, and seafood poses a risk to your health
An asterisk (*) must be placed next to each menu item that can be cooked to order.

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