

Temporary Food Service -- Are You Ready??

Use this guide as a checklist for your operation. If there are any items that you need a variance from, you must submit a written request explaining why your operation needs a variance and how you will provide the same level of protection. **Do not return this guide with your application.**

APPLICATION

A completed *Temporary Food Service Application* must be submitted to the BOH a minimum of 14 days prior to the event.

FOOD & UTENSIL STORAGE & HANDLING

- Dry Storage All food, equipment, utensils and single service items must be stored above the floor or ground on pallets or shelving, and protected from potential contamination.
- Cold Storage Refrigeration units must be provided to keep potentially hazardous foods at 41°F or below. An effectively insulated container with sufficient coolant may be approved for use at events of short duration (less than 4 hours).
- Hot Storage Hot food storage units must be used where necessary to keep potentially hazardous foods at 140°F or above.
- Thermometers Each refrigeration unit must have a numerically scaled thermometer to accurately measure the air temperature of the unit.
A metal stem thermometer must be provided where necessary to check the internal temperatures of both hot and cold foods. Thermometers must be accurate to $\pm 2^\circ\text{F}$, and have a minimum range from 40° F to 165°F.
- Wet Storage Packaged foods may not come in contact water or undrained ice. Wrapped, Ready-to-Eat foods may not be stored in direct contact with ice.
- Food Display All food must be protected from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.
- Food Preparation **No bare hand contact is allowed.** When preparing or serving Ready-to-Eat foods, use utensils such as deli tissue, spatulas, tongs, or single-use gloves. All cooking and serving areas must be protected from contamination. BBQ/grill areas must be roped off or otherwise segregated from the public.
- Single Service Articles Temporary food establishments without dishwashing facilities must use single service articles, and the tableware must be pre-wrapped.
- Condiments/Creamers All condiments such as catsup, mustard, relish, etc. and creamers must be single service, pre-wrapped, and obtained from an approved food source. Items which are potentially hazardous and must be kept refrigerated may be stored on drained ice. No re-use of single service items is allowed; unwrapped packages may not be returned or used for another person, but must be thrown away.

PERSONNEL

- Handwashing A minimum of a two (2) gallon insulated container with a spigot, and a basin, soap and dispensed paper towels must be provided for handwashing. The container must be filled with hot water and refilled as needed.
- Health Employees must not have any open cuts or sores, or any diseases transmittable by food.
- Hygiene Employees must have clean outer garments and wear hair restraints.

CLEANING

- Dishwashing A minimum of three basins, large enough for complete immersion of utensils, and a means to heat water are required to wash, rinse and sanitize utensils or equipment that will be reused or used on a production basis.
- Sanitizer Approved sanitizer must be provided for dishwashing sanitization and wiping cloths. Follow instructions on container. Sanitizer test strips must be provided to test the concentration.
- Wiping Cloths Clean wiping cloths must be used with a spray solution of approved sanitizer.

WATER SUPPLY

- Water supply An adequate supply of potable water must be on site and obtained from an approved source. Water storage at the booth must be in approved storage containers.
- Wastewater Disposal Wastewater must be disposed in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" must be provided in the booth.

PREMISES

- Floors Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be finished so as to be cleanable.
- Walls & Ceilings Walls and ceilings are to be of tight and sound construction to protect from the entrance of the elements.
- Lighting Adequate lighting by natural or artificial means must be provided. Bulbs must be non-breakable or shielded.
- Counter/shelving All food preparation surfaces must be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces must be finished so as to be cleanable.
- Toilets/handwashing An adequate number of approved toilet and handwashing facilities must be provided at each event. These facilities must be accessible for employee use.
- Clothing Personal clothing and belongings must be stored at a designated place in the booth, away from food preparation, food service and dishwashing areas.
- Garbage An adequate number of cleanable covered containers must be provided inside and outside the booth. **Rubbish removal is your responsibility.**