CHECKLIST FOR TEMPORARY FOOD SERVICE OPERATORS

The following checklist provides an overview of the requirements that should be considered when operating a temporary food service. The local regulatory authority may impose additional requirements based upon the type of food preparation and/or sanitary facilities available. Not all aspects of this checklist may apply to every temporary food operation.

PERSONNEL

- **CERTIFIED FOOD PROTECTION MANAGER:** At least one employee that has supervisory and management responsibility and authority to direct and control food preparation and service shall be a Certified Food Protection Manager unless the operation only serves beverages; pre-packaged, ready-to-eat items; and non-TCS foods.

- **EMPLOYEE HEALTH:** Make sure that food workers have no open cuts or sores and are not experiencing fever, vomiting or diarrhea or have any disease that can be transmitted by food.

- **HANDWASHING:** Handwashing stations are required to allow for convenient use by food employees. They must be equipped with warm water, soap, paper towels and a catch basin.
  - Hand wash stations are NOT required if only commercially pre-packaged foods kept in their original containers will be provided to consumers.
  - Examples of a temporary handwash station include a five gallon insulated container with a spigot which can be turned on to allow potable warm water to flow over one’s hands into a waste receiving bucket of equal or larger volume. (See Below)
- **PERSONAL CLEANLINESS:** Assure that food workers have clean outer garments and hair restraints. Food employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods. Food employees are not allowed to smoke or eat (including chewing gum) in the food preparation and service areas.

- **NO BARE HAND CONTACT:** Employees preparing food may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli paper, spatulas, tongs, single-use gloves or dispensing equipment.

**FOOD SOURCE**

- **FOOD SOURCE:** All food shall be obtained from approved sources. Home canned foods are not allowed nor shall there be any home cooked or prepared foods offered at temporary food events.

- **ICE:** Ice for use as a food or a cooling medium shall be made from potable water.

- **PRE COOKED FOODS:** All Potentially Hazardous Food (Time/Temperature Control for Safety Food) (PHF/TCS) which is pre-cooked and pre-cooled off site for service at the temporary food establishment shall be prepared at an approved, permanent food establishment.

- **TRANSPORTATION:** Food shall be transported in a manner that protects the food from contamination and if a PHF/TCS food item shall be maintained at 135°F or above or 41°F or below.

**FOOD AND UTENSIL STORAGE AND HANDLING**

- **DRY STORAGE:** Store all equipment, utensils and single-service items above the floor or pallets to protect against contamination.

- **COLD STORAGE:** Potentially hazardous foods must be maintained at 41°F or lower. An insulated container with ice may be used for a short amount of time as long as the food does not come into direct contact with the ice. For longer operation, transport, or more complex menus, mechanical refrigeration may be required.

- **HOT STORAGE:** Hot food storage units must be used to keep potentially hazardous food at 135°F or high.

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FOOD DISPLAY: All foods must be protected against contamination by handling, coughing, or sneezing, insects, dust or other substances.
- Sneeze guards or other effective barriers must in place for food on display.
- Food should be covered except for working containers of food.
- Condiments should be dispensed in single service packaging, pump style dispensers, or in protected squeeze bottles, shakers, or similar dispensers.

IN-USE UTENSILS: Food dispensing utensils shall be stored in the food with their handles above the top of the food and container; on a clean portion of the food preparation table or cooking equipment; or in a container of water if the water is maintained at a temperature of at least 135°F and the utensil and container is cleaned as necessary to preclude accumulation of soil residues.

FOOD PREPARATION

FOOD CONTAMINATION: All cooking and serving areas shall be protected from contamination. Consumers shall be prevented from accessing areas of the temporary where food, food-contact surfaces, and equipment are located.

CROSS CONTAMINATION: Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods and separating types of raw animal foods from each other during storage, preparation, holding, and display.
- Equipment and utensils (including knives, cutting boards, and food storage containers) shall be thoroughly cleaned and sanitized after being used for raw animal foods and before being used for ready-to-eat food.

COOKING: Food shall be cooked to the minimum temperatures and times specified below.
- 165°F for 15 seconds - poultry; wild game animals; stuffing containing fish, meat, poultry or ratites; stuffed fish, meat, pasta, poultry or ratites.
- 155°F for 15 seconds - mechanically tenderized and injected meats; the following if they are comminuted: fish, meat (hamburgers), game animals commercially raised for food; pooled raw eggs; ratites.
- 145°F for 15 seconds - raw eggs that are broken and prepared in response to a consumer's order and for immediate service; fish and meat.
- **THAWING**: PHF/TCS food shall be thawed either under refrigeration that maintains the food temperature at 41°F or less, or as part of a cooking process.

- **REHEATING FOR HOT HOLDING OF COMMERCIALLY PROCESSED FOOD**
  - Food from a commercially processed, hermetically sealed container of food or from an intact package from a food processing plant shall be reheated to 135°F for hot holding.

- **COOLING**: Cooling of foods must be approved by the regulatory agency and must be cooled by in accordance with specific time and temperature criteria.

- **REHEATING FOR HOT HOLDING**: PHF/TCS food that is cooked and cooled at a permanent food establishment prior to delivery to the temporary food operation must be reheated rapidly so that the food is between 41°F and 165°F for no more than 2 hours.

**EQUIPMENT**

Equipment used for cooking or for holding of PHF/TCS food shall be evaluated for approval based on a menu review, food service operations that will occur, and the length of the event.

- **COOKING DEVICES**: For safety reasons, cooking equipment, such as BBQs, propane stoves, and grills, should be roped off or otherwise segregated from the public.
  - Charcoal and wood cooking devices are not recommended.
  - Propane stoves or grills may be approved as cooking devices.
  - All cooking of foods should be done towards the rear of the food booth.

- **THERMOMETERS**: A thermocouple or metal stem thermometer shall be provided to check the internal temperatures of PHF/TCS hot and cold food items. Temperature measuring devices shall be equipped with a small diameter probe if thin foods are served.

- **COUNTERS/SHELVES**: All food contact surfaces shall be non-toxic, smooth, easily cleanable, durable, nonabsorbent, and free of seams and difficult to clean areas. All other surfaces shall be finished so that they are easily cleanable.
CLEANING AND SANITIZING

- Equipment, food-contact surfaces, thermometers and utensils shall be cleaned and sanitized when:
  - Changing from working with raw foods to working with ready-to-eat foods
  - Before and after using the thermometer
  - At least every 4 hours;
  - Anytime contamination may have occurred.

- WAREWASHING: A temporary operator must propose how they will warewash onsite, or propose a suitable servicing area and additional dishes and utensils. The minimum requirements for a utensil washing set-up to wash/rinse/sanitize should consist of 3 basins, large enough for complete immersion of utensils, a potable hot water supply, and an adequate disposal system for the wastewater.

| Scrape utensils. | Wash in hot water (110°F-125°F) containing a detergent until visually clean. | Rinse in clean hot water to remove the soap film and remaining particles. | Sanitize in cool water (75°F-100°F) for 60 seconds in sanitizing solution. | Air Dry utensils |

- SANITIZING: Chlorine bleach or other approved sanitizers should be provided for sanitizing food contact surfaces, equipment, and wiping cloths. Sanitizers shall be used in accordance with the EPA-registered label use instructions. An approved test kit shall be available to accurately measure the concentration of sanitizing solutions.

<table>
<thead>
<tr>
<th>Chemical Sanitizer Concentrations</th>
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<tbody>
<tr>
<td>Chlorine (Bleach): 50-100 ppm</td>
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<tr>
<td>Quaternary Ammonium: 200-400 ppm</td>
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- WIPING CLOTHS: Wiping cloths that are in use for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a clean sanitizing solution at the approved sanitizer concentration.
WATER SUPPLY AND WASTEWATER DISPOSAL

- **WATER:** An adequate supply of potable water shall be available on site.
  - Water shall come from an approved public water supply or an approved well water supply. The water supply system and hoses carrying water shall be constructed with approved food contact materials. *Recommend labeling potable water hose.*
  - The water supply shall be protected with backflow devices
  - All hose and other connections to the potable water supply shall be maintained a minimum of 6” above the ground or top plane surface.
  - A supply of commercially bottled drinking water or sanitary potable water storage tanks may be allowed if approved by the regulatory authority.

- **WASTEWATER DISPOSAL:** Wastewater shall be disposed in an approved waste water disposal system. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains; but shall be collected and disposed through an approved sewage disposal system.

PREMISES

- **FLOORS:** Floors should be graded to drain and may be concrete, asphalt, or dirt or gravel if covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud.

- **WALLS AND CEILINGS:** The temporary operation should be covered with a canopy or other type of overhead protection, unless the food items offered are commercially prepackaged food items and dispensed in their original containers.
  - Walls and ceilings should be made of tight and sound construction to protect against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees.
  - Window and door openings shall be protected from insects and rodents by 16 mesh to 1 inch screen, properly designed air curtain, or other effective means.

- **LIGHTING:** Adequate lighting by natural or artificial means shall be provided. Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment and utensils; or unwrapped single-service and single-use articles.
- **REFUSE**: An adequate number of non-absorbent, easily cleanable refuse containers shall be provided both inside and outside of each temporary operation.

- **TOILET FACILITIES**: An adequate number of approved toilet and handwashing facilities shall be provided for food employees at each event.

- **CLOTHING STORAGE**: Personal clothing and belongings should be stored at a designated place away from food preparation, food service and warewashing areas.

- **TOXIC MATERIALS**: Poisonous or toxic materials shall be labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles.

- **PESTS**: The operation shall be maintained free of insects, rodents, and other pests.