

Temporary Food Service Checklist

ALL ITEMS BELOW MUST BE APPROVED AND DETERMINED IN COMPLIANCE BEFORE A TEMPORARY FOOD PERMIT IS TO BE ISSUED.

Please use this checklist as a guide on setting up your Temporary Food Service Booth.

Vendors **MUST** have receipts for **ALL** foods. Foods shall be from approved sources (check receipts and sources). **No** precooked/prepared foods unless from an approved source or restaurant. Foods from unverifiable sources are **NOT** permitted (e.g. home prepared foods)

- NOTE: limited food prep is allowed (cooking of foods, garnishing of food, etc.) Preparation of casseroles or salads is prohibited.

Must have overhead protection (gazebo style tents) AND at least the sides screened and the back of the booth screened (screening is to be from the top to the ground) (**see the picture #1**).

Vendors should have adequate means to properly cold/hot hold **ALL** foods (functional coolers and/or freezers, or ice, or foods in steam wells, foods over sternos, etc).

- Cold hold foods at 41°F or less
- Hot hold foods at 135°F or more

Vendors are to have a way of heating up water (coffee pot, grill, etc.).

Vendors are to have at least 1 rudimentary hand wash station supplied with soap and paper towels, and a catch basin (**see illustration**).

Vendors are to have a rudimentary dish sink – a wash basin, a rinse basin, and a sanitize basin (most use bus pans or buckets) (**see picture # 2**).

Vendors are to have sanitizer available for sanitizing (regular bleach).

Vendors are to have appropriate sanitizer test strips – (bleach test strips) (**see picture #5**).

Single use items (forks, knives, spoons) shall be wrapped (**see picture # 6**).

Vendors are to have appropriate utensils for dispensing foods.

Foods on display are to be covered or properly shielded.

Vendors are to have gloves or suitable utensils to handle ready to eat foods (**see picture # 4**).

Employees working with foods are to have hair restraints.

Vendors are to have appropriate thermometers (**see picture #3**).

No vendors are allowed to be set up on grass or dirt surfaces (concrete or wood are approved surfaces).

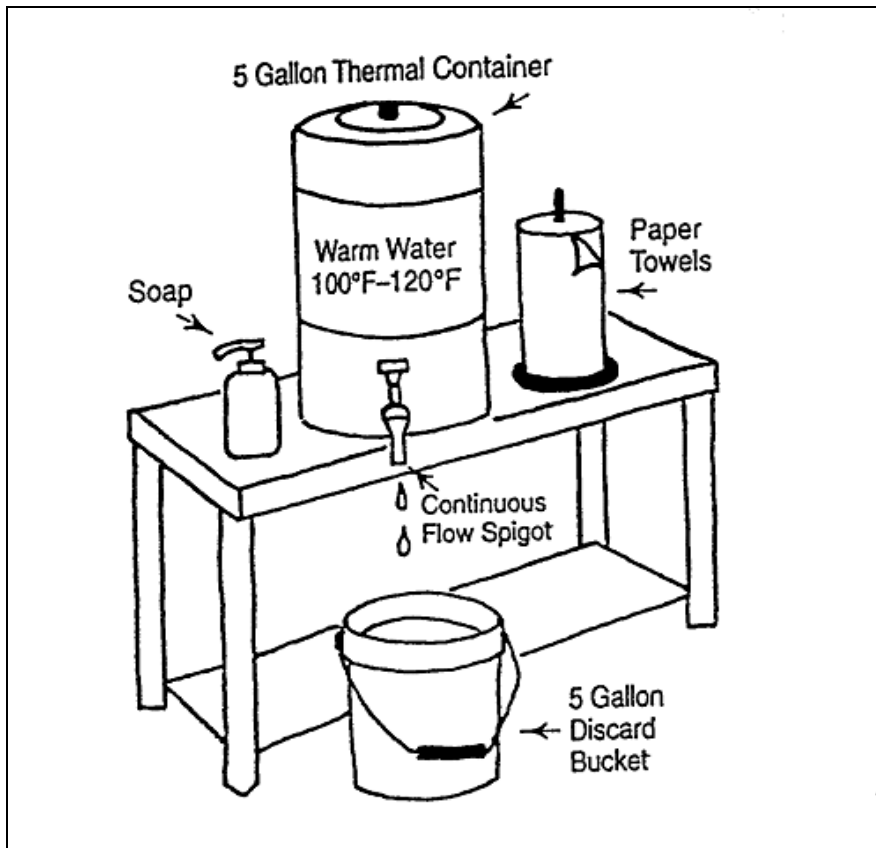
An appropriate backflow prevention device is needed if a hose connection to the potable water supply is utilized (consult with your inspector).

Trash and other refuse must be disposed of in such a manner that does not create a public health hazard or nuisance.

Restroom facilities shall be made available and conveniently located to participants. Determination of location and number of facilities will be determined/approved by the Health Department (290-5-59).

NOTE: This is not an all inclusive list. The health authority may impose additional requirements to protect against health hazards. The Health Authority MAY limit your menu items that are to be served.

Illustrations and Pictures



Handwashing facility set-up



(#1) Required screening (if event is outside)



(#2) 3 compartment utensil wash area



(#3) Digital thermometer needed (if cooking foods)



(#4) Gloves needed for handling ready to eat food **(NO BARE HAND CONTACT).**



(#5) Sanitizer (chlorine) test strips are needed



(#6) Single use items (spoons, knives, forks)