

Guidelines and Application for Temporary Food Establishments

*** ALL EMPLOYEES MUST HAVE READ THESE GUIDELINES PRIOR TO WORKING IN THE ESTABLISHMENT AND FOLLOW THESE GUIDELINES AT ALL TIMES.** Questions concerning the guidelines should be asked prior to the event, by contacting one of the environmental staff members at (660) 665-8491 during normal business hours.

A. Booth:

1. Overhead protection must be provided for all food preparation and food storage areas. Materials such as canvas, plastic or wood that protect the establishment from the weather may be approved.
2. The stand must be constructed of material that allows easy cleaning.
3. Screening of the preparation area is strongly recommended to prevent insect access to preparation areas. Screening **may be** required if needed to prevent insect or other environmental contaminants. Fans used to discourage flies must be positioned to prevent contamination of any exposed foods.
4. Lighting in the stand must be adequate for the work area. Lights need to be shielded or otherwise shatter-resistant.

B. Food Preparation:

1. All food handling and preparation shall take place within a food facility (booth) or at another approved facility.
2. **FOOD PREPARED OR STORED AT HOME IS PROHIBITED.** Food, water, ice and beverages must come from approved sources.
3. Food preparation surfaces, equipment and utensils must be in good condition, smooth, non-absorbent and easily cleanable.
4. No animals are permitted inside food facilities.

C. Food Handlers:

1. Employees preparing, handling, and serving food must wear clean outer clothing, hair restraints and shall keep their hands clean at all times.
2. Eating, smoking and the use of tobacco is prohibited inside food facilities. Drinking is allowed if the employee uses a container with a lid and straw to prevent contaminating the employee's hands with the drinking surface.
3. Any individual who has any type of infection on exposed areas of their body, or who has a communicable disease that could be transmitted by food or drink, shall not be allowed to work in the food stand.
4. Food employee's bare hands may not touch ready-to-eat foods. Tongs, spatulas, deli tissues, or gloves must be used.

D. Handwashing Station:

1. Handsink with running water, soap and paper towels **OR** water cooler with spigot that will supply water until shut off (No push buttons), catch basin, soap and paper towels.(see illustration) **THIS MUST BE SET UP PRIOR TO HANDLING FOOD.**

E. Cooking:

1. A metal-stemmed thermometer with a range of at least 0 to 220° F accurate to within plus or minus 2° F to check final cooking temperatures as well as hot and cold holding temperatures is required.
2. Proper cooking temperatures for common foods are:
 - a. Hamburgers – 155° F
 - b. Pork, Beef, and Fish – 145° F
 - c. Chicken or other poultry – 165° F
 - d. Pre-cooked foods must be reheated to 165° F before serving.
3. The carryover or reuse of foods from one day to the next is strongly discouraged.

F. Hot and Cold Holding:

1. Sufficient equipment must be provided that is capable of keeping foods hot and/or cold. Mechanical refrigeration or ice must be provided for cold foods. Refrigerators and freezers must contain thermometers. Coolers must be cleanable and have a drain. Styrofoam coolers are not allowed. Hot holding units must be clean and contain a thermometer.
2. If ice is used for keeping food or drinks cold, the container must be drained to prevent accumulation of water.
3. Hot foods are kept at 135° F or above and cold foods are kept at 41° F or colder.
4. If time only, rather than time in conjunction with temperature is used as a public health control for potentially hazardous food that is displayed or held for service for immediate consumption; then the food shall be marked to indicate the time that is 4 hours past the point in time when the food is removed from temperature control. Within this 4 hours, the food shall be cooked, served or discarded.

G. Ice:

1. Ice to be used in beverages must be kept in a separate cooler. No other items can be stored in this ice.
2. An ice scoop with a handle must be used to dispense ice and it must be stored properly (in a container that is regularly cleaned and sanitized) to eliminate bare-hand contact with the ice.

H. Storage:

1. All foods and single-use or service articles, such as paper plates, cups and lids, must be stored at least 6 inches above the floor or ground.

I. Service:

1. Condiments or other consumer food toppings must be dispensed in individual packets, squeeze bottles or bulk dispensers with plungers.
2. Condiments or other foods that cannot be served in a manner to eliminate contamination from the customer or the environment must be protected with sneeze shields.

J. Trash:

1. The wastebasket in the stand must be covered when full or not in constant use. No debris shall be dumped on the ground or street.

K. Toxics:

1. Cleaning solutions, sanitizers or other toxic items must be stored separately or below foods and single service items. These same items shall be properly labeled

L. Warewashing and Wiping Cloths:

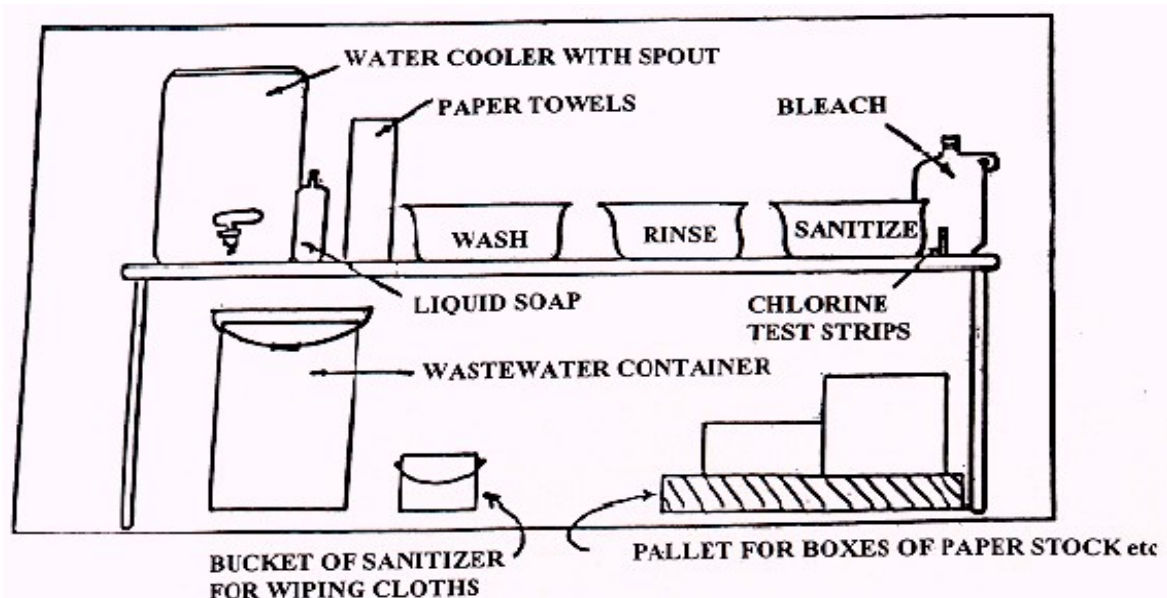
1. Warewashing must be done in a three compartment sink or temporary setup using containers with adequate volume (see illustration): First, wash in hot soapy water; Second, rinse in clear, clean, warm water; Third, chemically sanitize in warm water, and finally air dry. *Equipment and utensils must be cleaned and sanitized at least every 4 hours.*
2. Do not reuse single-use articles, such as aluminum pie pans or cups.
3. An approved sanitizing agent with its respective test kit must be available.
4. Wiping cloths must be stored in sanitizer when not in use.
5. When using bleach to sanitize, mix one teaspoon of unscented bleach to each gallon of water to reach approximately 100-200 ppm chlorine.

M. Water:

1. Sufficient potable water must be provided.
2. Vents must be screened; inlets and outlets should be positioned so that they are protected from contaminants.
3. Prior to use or after repair, the tank and system should be flushed and sanitized.

N. Wastewater:

1. Wastewater shall be disposed of through an approved sanitary sewage system (toilet or dump station).
2. Wastewater shall not be dumped on the ground or in the street.
3. Proper disposal of wastewater includes water draining from coolers and compressors.



**ADAIR COUNTY HEALTH DEPARTMENT
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Temporary Food Establishment Permit Application

Please submit \$20.00 permit fee with application. Application is for each event and each 'stand' requires a separate permit. Application and permit fee must be received 10 days prior to event.

Please Print

Applicant Name _____ **Phone** _____

Applicant Address _____
Street/Box Number Town/State Zip Code

Event Name _____ **Event Location** _____

Start Date of Event _____ **Ending Date of Event** _____

Establishment/Booth Name _____

Hours of Operation _____ a.m/p.m to _____ a.m/p.m

Name of Contact/Person-in-charge (if different than above) _____

Day Phone: _____ **Evening Phone:** _____

What potentially hazardous foods will be served, and where will they be purchased?

Food:	Purchased From:		Food:	Purchased From:

I acknowledge accuracy of this application and receipt of Guidelines for Temporary Food Establishments and also agree to comply with these requirements, allow the regulatory authority access, and provide other information as required.

Applicant Signature _____ **Date** _____

(Signature and permit fee required prior to permit issuance)

SUBMIT ONLY THIS PAGE TO ADAIR COUNTY HEALTH DEPARTMENT