

Checklist for Food Booth “Person in Charge”

Definitions

Barriers prevent bare hand contact of ready-to-eat foods, and include gloves, deli paper, etc.

Potentially Hazardous Foods (PHF) can support rapid growth of dangerous bacteria. PHFs include: meat; poultry; fish and seafood; eggs and some dairy; cooked vegetables and fruits, rice, pasta, grains and potatoes; soy foods; sprouts; garlic in oil; and raw cut melons or tomatoes.

Ready to eat (RTE) foods are foods which either: (1) do not require heating (such as breads, buns, fruits and vegetables); or (2) have been heated, cooked, and/or held at acceptable temperatures.

Duties of the Coordinator and Workers

- Submit Applications for Temporary Event Permits at least 10 days prior to the beginning of the event.
- We recommend that you assign one person to communicate with Health Department staff.
- Do not allow anyone to work if they are ill or if they have been ill within the last 24 hours.
- If possible, assign one or more persons to handle money, but NOT handle food.
- Allow only people who are working your booth into your work area.
- The group coordinator should be ready for an inspection at the time scheduled with the inspector.
- Once your Permit has been issued Post the Permit in a location where customers can readily see it. Bring tape and perhaps a plastic cover to protect the Permit from the weather.

Equipment and Supplies: This is a minimal list to meet basic food safety requirements.

- Provide overhead coverage:** a canopy, tent, etc. for food prep, storage and serving areas, with tie-downs or weights in case of windy conditions. Keep grills lids closed as much as possible.
- Use clean water from a public source or bottled water. Do NOT use water from wells or springs.
- Obtain food, beverages and ice only from **approved/inspected sources** such as grocery stores, big box stores, and commercial food suppliers. Contact us if you have other potential sources.
- Set up a hand wash station before you begin handling food.** You will need:
 - A dispenser of warm water (100°F or hotter) with a “free flow” spigot. A free flow spigot dispenses water **without anyone holding down or pressing a button.**
 - Soap: liquid soap in a pump container works well
 - Paper towels; linens towels are not permitting for drying hands (or dishes)
 - Trash cans and liners for discarded towels and other solid waste
 - Place a *Catch Bucket* below the water container to hold used water, or *gray water*. Discard gray water in a toilet or sink. Do NOT discard gray water on the ground, parking lot, or in a storm drain. A lid—**not** required—can prevent splashing when transporting the catch bucket.
- A **Ware Wash Station** includes
 - 3 containers: large enough for the largest items which must be washed
 - Warm water
 - Dishwashing liquid
 - A brush or cloth for washing (no sponges)
 - Sanitizer: **unscented** bleach
 - A sanitizer test kit (we can identify sources)
 - A catch bucket (also used at hand wash station)Alternatives are possible if you use disposable utensils or have minimal washing needs.
- Bring disposable gloves for use as *Barriers*. Other barriers may be used: see definitions above.
- Cold holding equipment such as cooler(s) with plenty of ice *or* refrigerators.
- Refrigerator thermometer(s) to monitor temperatures in coolers and refrigerators.
- A food thermometer to check cold holding, internal cooking, and hot-holding temperatures of foods. Thermometers must measure from 0°F to 220°F in increments of 2°F or less and be accurate. We can explain how to calibrate a thermometer.
- Heating equipment to quickly heat foods to proper temperatures in 2 hours or less.
- Hot-holding equipment to keep heated foods at acceptable temperatures of 135°F or hotter.

Food Safety Practices and Regulations

- Store food, equipment, containers, and single use items (cups, plates, napkins, etc.) properly: at least 6” above the ground; use only food grade containers (do not use trash bags); and store raw PHFs in a manner to prevent cross-contamination of RTE foods (ex: raw chicken at bottom).
- **Hand washing takes at least 20 seconds**, and includes:
 - Wet your hands under running water, allowing excess water to pour into the catch basin.
 - Apply soap and rub your hands together vigorously for at least 15 seconds.
 - Rinse off the water and soap into the catch bucket.
 - Dry your hands using disposable paper towels, turn the water off using the towel, and discard the paper towel in a trash receptacle.
- **Wash your hands frequently**: when arriving or returning to the food booth; after eating, drinking, smoking, or using the restroom; when changing tasks; after handling any raw PHF; after handling trash; after touching any part of the body; and after handling money.
- Wear a **hair restraint** such as hats, visors, or hair nets to keep loose hair from hanging over food during preparation, cooking, and serving.
- **Prepare food only at the site of operation**. Food may be prepared and served only during times permitted and at the event location. For exceptions contact the Health Department.
- **Protect food from Time-Temperature abuse and from Cross-contamination**. Store raw PHFs so that they cannot leak or drip onto Ready-to-Eat (RTE) foods. Store all PHFs at proper temperatures. Place a refrigerator thermometer in coolers & refrigerators to monitor temperatures. **Cold-Hold** PHFs at 41°F or colder. **Hot-Hold** PHFs at 135°F or hotter. Consider back-up methods for hot-holding if using electric equipment ...in case of power failure.
- Cook PHFs quickly—in 2 hours or less—to the proper internal temperatures. Insert the thermometer tip into the thickest portion of the food, avoiding bones and fat.

Chicken, turkey, and other poultry-----	165°F
Stuffed foods or foods with combined ingredients (ex: chili, Brunswick stew, soup)-----	165°F
Ground beef or other ground meats-----	155°F
Eggs cooked for hot holding-----	155°F
Fish and seafood-----	145°F
Steak (whole muscle meat which has NOT been injected or pinned)-----	145°F
Eggs for immediate service -----	145°F
Commercially prepared foods which are reheated-----	135°F
Vegetables, pasta, rice, potatoes or beans-----	135°F
- **Use a Ware Washing Station**: set-up the 3 containers and proceed in order the following order
 - 1. Wash: warm water with soap or detergent
 - 2. Rinse: plain water for rinsing off soapy water
 - 3. Sanitize: water with enough unscented chlorine bleach for 50 - 100 parts per million (*ppm*). Check chlorine concentration with the test kit. Completely submerge items for 10 seconds.Follow these requirements when washing equipment and utensils:
 - Allow items to air dry *or* dry item using *disposable* towels.
 - Change liquids when they become cloudy or develop a film on top. Discard the liquids in the same manner described for the hand wash water, using a “catch bucket” or other container.
 - Wash-rinse-sanitize *or* change utensils at least once every four hours.
- Store chemicals in a manner that prevents possible contamination of food, food contact surfaces, and single use items. Label chemical containers to identify the common name of the contents.
- Discard all *gray water* in a toilet or sink, either at the event (if available), or at your home or organization. A lidded container reduces or prevents spillage and splash during transport. Do **NOT** discard gray water on the ground, pavement, or down a storm drain.