

GUIDELINES FOR A TEMPORARY FOOD SERVICE ESTABLISHMENT

The following guidelines should be followed when scheduling, preparing, and operating a temporary food service operation.

FOODS

1. Home-canned foods may not be served or used in the preparation of meals.
2. All foods must be obtained from approved sources and stored in their original container or containers that are clearly labeled.
3. All meats must have the USDA inspection stamp on the product or container.
4. The shippers tag on seafood (i.e., fresh clams) must be saved for ninety (90) days following delivery.
5. Ice must be obtained from an approved source and handled in a sanitary manner (i.e., ice scoops). Ice used for cooling purposes may not be served. All ice must be continuously drained, so that pooling of water does not occur.
6. Condiments such as sugar, mustard, and catsup must be dispensed from covered containers and/or single-service portions. Sugar bowls may not be used.
7. The general rule is as follows: Keep hot foods hot (above 140° F.) and colds foods cold (below 45° F.). A metal stem-type thermometer with two-degree increments accurate to plus or minus two degrees Fahrenheit must be provided to determine the internal temperature of foods.
8. Potentially hazardous foods (such as meats, dairy products, and salads made with mayonnaise) should remain refrigerated until the time of service. Foods must not be left at room temperature for more that two (2) hours. Discard leftovers. Foods should be covered when not being prepared or served. Unwrapped and/or potentially hazardous foods may not be re-served.
9. Raw fruits and/or vegetables must be thoroughly washed with potable water prior to service.
10. Toxic items such as detergents must be properly labeled and stored away from all foods. Insecticides are not allowed.
11. Water used in food operations must be from an approved potable supply.

PERSONNEL

Persons transporting, preparing, and/or serving food must employ the following measures:

1. Gloves or convenient, suitable utensils are to be used to eliminate bare hand contact.
2. Wear effective hair restraints, i.e., hair nets, hats, etc.
3. Wear clean bib aprons and/or clean clothing.
4. Be free from contagious illnesses and persistent coughs.
5. Jewelry must be kept to a minimum.
6. Refrain from smoking and/or eating at work stations.
7. Keep fingernails trimmed and clean.
8. **Wash hands** after handling any unclean objects such as money, face, or hair, and after blowing your nose or visiting the restroom.

FACILITIES

General guidelines for all operations:

1. All food contact surfaces must be easily cleanable, smooth, free of cracks, clean, and sanitized.
2. Can opener blades must be washed and sanitized daily.
3. Animals and persons other than food handlers must be prohibited in the food preparation and service areas.

Cloths used for the purpose of wiping food contact areas must be left soaking in a bucket of sanitizing solution when not in use.

4. Adequate garbage and refuse containers must be provided to hold same until disposal and must be covered when not in continuous use.

General guidelines for indoor operations:

1. An approved adequate supply of hot and cold running water (under pressure) must be provided to permit ease in handwashing, dish and utensil washing, and clean up.
2. Adequate facilities must be provided to maintain proper temperatures of potentially hazardous foods (i.e., refrigerators, freezers, hot holding units) and proper storage of all other foods above the floor.
3. Walls, floors, and ceilings in the food preparation and service areas must be smooth, free of cracks and holes, light in color, and easily cleanable.
4. Adequate lighting must be provided in the food preparation and service areas. All lighting must be shielded to prevent contamination from broken bulbs.
5. Toilet facilities must be provided for food handlers. These facilities must be equipped with hot and cold running water, a soap dispenser, and a hand-drying device. A handwashing sign must be displayed, and doors to these facilities must be self-closing.
6. All dishes, utensils, and equipment must be washed in hot soapy water, rinsed in clean water, and sanitized. The sanitizing solution may be attained by adding one (1) capful of household bleach to approximately three (3) gallons of water. All dishes and utensils must be allowed to air dry. Sponges or steel pads may not be used.

General guidelines for outdoor operations:

1. Toilet facilities must be provided for food handlers. Portable toilet facilities are acceptable.
2. Running water should be made available for handwashing; hand soap, hand towels, and a waste container must be provided. Where this is not possible, a separate container of water containing a chlorine solution must be designated for handwashing only.
3. All foods and food containers must be stored off the ground surface.
4. Preventative measures for dust, insects, and rodent control must be undertaken.
5. Foods must be covered to protect them from contamination.
6. Facilities for keeping potentially hazardous foods at proper temperatures (either hot or cold) must be made available.
7. All plates, cups, utensils, etc., must be single-service (paper or plastic) and **may not be re-used**.
8. Vehicles used for transporting food and equipment to site of operation must be clean and free of debris.

PERMITS

1. The operator or a designated representative of a temporary food establishment must apply for a “Temporary Food Service Establishment Permit” prior to the first day of operation.
2. A pre-inspection of the operation may be necessary prior to opening to approve facility design and food handling practices.
3. Periodic inspections may be made to insure that the operation is in compliance with the New York State Sanitary Code.

The following are sample definitions of Temporary Food Service Establishments:

1. An operation that provides food to the public from a location other than its primary facility.
2. An operation that provides food to the public for 14 days or less during a calendar year.

For a more detailed description of the above guidelines and other food handling practices to be followed, please refer to Chapter 1 of the New York State Sanitary Code, Part 14, Sub-Part 14-2, “Temporary Food Service Establishments” which is available from the Cortland County Health Department, 60 Central Ave., Room 120, Cortland, NY 13045. (607) 753-5035.