

Checklist for Temporary Food Service Establishments

Items you may need for your food service event:

- Digital or dial instant read thermometer (0 - 220°F range) or thermocouple
- Alcohol pads for sanitizing thermometer
- Thermometers for all refrigerators/coolers.
- Coolers and ice/ice packs or refrigeration units
- Hot holding and cooking equipment (chaffing dishes with sterno, gas grill, etc)
- Potable water supply
- Hand washing stations that contain:
 - ___ Container with spigot for water
 - ___ Wastewater bucket
 - ___ Liquid soap
 - ___ Paper towels
 - ___ Garbage can or bag
- Approved sanitizer and paper towels or sanitizing wipes
- Tongs, spatulas, spoons, disposable gloves, deli papers, napkins
- Extra clean utensils or 3 basin 'sink'
- Aluminum foil/plastic wrap, food container covers, sneeze guards
- Garbage containers, plastic garbage bags
- Hair restraints or hats
- Tent or other covering
- Crates or enough table space for storage of food and single use items

Temporary Food Service Events

A Guide to Food Safety



UConn
ENVIRONMENTAL HEALTH
AND SAFETY

3102 Horsebarn Hill Road
Storrs, CT 06269
(860) 486-3613
www.ehs.uconn.edu
 @UConnEHS

Food Safety Info for Workers at a T.F.S.E.

Anyone with GI Symptoms (vomiting, diarrhea) and anyone with GI symptoms within 2 days may not work with food.

While you are working keep the 4 C's of food safety in mind:

Clean, Cook, Chill, Combat Cross-Contamination.

Clean – Wash hands before preparing food and after:

- Using the bathroom or disposing of garbage
- Touching your face, hair, or bare skin
- Eating, drinking, smoking, coughing, sneezing,
- Working with raw foods such as meat, poultry, and eggs
- Using cleaning chemicals or wearing gloves
- Touching anything that could contaminate your hands, including a cell phone

Clean and sanitize utensils and surfaces often to protect against bacterial contamination. Instant hand sanitizers and gloves are not a substitute for handwashing.

Cook – Cook food to the correct minimum internal temperature:

Beef/Steaks/Pork/Fish/Seafood/Eggs/Hotdogs– 145° F

Ground Beef and other ground meats - 155° F

Poultry/ground poultry/Pre-cooked foods – 165° F

Check temperature with a thermometer and clean it after use. Keep cooked foods hot at 135 °F or higher.

Chill – Keep cold foods on ice, in a cooler, or in a refrigerator at 41 ° F or colder.

Combat Cross-Contamination – Eliminate bare hand contact with food. Use utensils, gloves, or deli papers/napkins. Change gloves when contaminated, dirty, or torn. Thoroughly wash, rinse, and sanitize utensils and equipment that have been used with raw meat, poultry, seafood, or eggs before use with cooked or ready to eat food.

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Introduction

This Food Safety Guide is provided by the University of Connecticut, Division of Environmental Health & Safety to help you run a safe and successful Temporary Food Service Event (TFSE). The CDC estimates that 48 million Americans get sick each year from foodborne illness. In order to reduce the risk of a foodborne illness outbreak, it is important that food safety rules are followed at all food service establishments including TFSE's. This booklet contains information you need to know about applying for a permit, proper food temperatures, handwashing, preventing cross-contamination, and other food service essentials.

If you are organizing an event where food will be served to the public, it is your responsibility to make sure that the food is prepared and served safely. Please become familiar with the information in this guide. To make it easier for you to share food safety information with event workers, a food safety fact sheet is included on the page following the worker sign in sheet. A checklist of items that may be required for your event is located on the back cover. Additional food safety information is available on our website.

Have a safe and successful event!



All food must have sneeze guard protection or food container covers.

Smoking, eating and drinking are not allowed in the food preparation and serving areas. Hats or other hair restraints should

Keep table tops and other food contact surfaces clean throughout the event. Use a spray bottle of sanitizer and paper towels or sanitizing wipes. Disinfecting wipes may be used to clean spills on counters and tables. They may not be used to clean hands, utensils, thermometers, or any other surfaces that directly contact food.

Chemicals should be kept separate and below food items in case of accidental spills. Make sure that all chemicals are properly marked.

Personal items such as bags and cellphones should be kept separate from food items.

Always have a garbage can available, empty it regularly, and make sure it has a snug lid covering it to deter pests and avoid being blown away by the wind.

In case of rain, be sure to have all items stored off the ground and have things covered.



At Your Event

Set up the hand washing station first and wash your hands before handling food, utensils, paper goods or plastic ware.

Have all workers review the food safety info sheet (page 18) and sign in on the volunteer log (page 19). Only food workers should be allowed in the food service area.

Anyone who has had GI illness symptoms (diarrhea, vomiting) within 2 days **MAY NOT WORK WITH FOOD**. Anyone with a cut on their hand must wear a bandage & glove over the cut or wound. If the cut or wound is infected the person **MAY NOT WORK WITH FOOD**.

Gloves, tongs, spatulas, deli papers or another barrier must be used when handling food that will be eaten without further cooking. Items like hamburger and hotdog rolls, bread, grinders/subs, pastries, donuts, cookies, pizza, fruit, vegetables, cheese, etc. **may not be touched with bare hands**.



Serving utensils must always be clean and sanitary. Store your utensils safely by keeping them in the food with their handles above the top of the container. Another option is to lay them on a clean surface that can be sanitized such as a plate.

Utensils, containers, plates and equipment that have been used for raw meat, poultry, fish or eggs must be washed rinsed and sanitized before being used for cooked foods or ready-to-eat foods.

All utensils in use should be changed for clean and sanitized ones every 4 hours.

How Do I Get A Permit For An Event?

Anyone assembling, preparing, or serving food to the public needs a permit. Even if you are giving food away, a permit is required. The only exception is commercially pre-packaged foods that do not require refrigeration, such as bottled drinks, and individual packages of chips, cookies, crackers, and candy.

An application for the event must be submitted to the UConn EHS office **no later than two weeks before the event**. To complete a TFSE application, please visit our web site at <http://www.ehs.uconn.edu> and follow the Food Safety and Public Health link and click on "TFSE Application". The application can be filled out and submitted online. If you have questions about any of the information requested in the application, please refer to the TFSE instruction sheet located on our website.

Applications received less than two weeks before the event may not be approved. Once we have received the application, the person in charge of food at the event, must complete a brief food safety training. Based on the size of the event and types of food served, an inspection may be conducted at your TFSE. The permit must be displayed in plain view to the public.

Student organizations and University departments, unless using an **outside caterer** are not required to pay a fee. All other groups wishing to hold an event need to submit the registration fee with their application.

Planning – What you need to know before your event

Person in Charge

There must be a person in charge of your food booth during all hours of operation. This person needs to exhibit knowledge of food safety and the procedures applying to your food service event, such as cooking temperature of the foods you are serving and safety precautions in handling cooked and uncooked foods.

Keep Your Menu Simple

On-site food preparation should be kept to a minimum, for example, serving prepared foods, grilling or other foods that are simple to prepare and serve. Food, including ice, may not be prepared in a home kitchen.

If food requires complex preparation, like pre-cooking and cooling, you must prepare it in a permanently established licensed and inspected food service facility.

Safe Food Source

All food and ice must be purchased from or donated by a licensed grocery store, restaurant or food distributor.

Tables and Set-up

Make sure you have enough table space. There must be separate areas for raw meat/poultry and ready-to-eat foods, food that can be served without additional cooking for food safety. In addition to space for preparation and serving, you may need table space for drinks, condiments, paper goods and off the ground storage of food and supplies.

Separate the food preparation areas from the public to prevent contamination. Consider preparing food on a table at the back of the booth and serving from a table in the front. BBQ's and grills must be located at least 4' away from patrons to prevent burns.

To ensure that your thermometer is accurate, you will need to calibrate it before your event. To calibrate your thermometer,

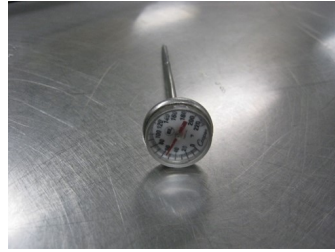
- Fill a cup with ice and water
- Insert the stem of the thermometer in the ice water
- Wait for the needle to stop moving



If the dial thermometer is not at 32°F(0°C), with the thermometer still in the ice water, twist the nut on the back of the dial until the needle on the dial reaches 32°F(0°C)

You can use the ice method to check that a digital thermometer is accurate by following the steps above. Most digital thermometers can't be adjusted so if the digital thermometer is more than 2 degrees above or below 32°F (0°C) you will need to get a new digital thermometer.

Thermometers



In order to track food temperatures at your event, you will need a metal stem thermometer. or a thermocouple.

They are not designed to remain in the food while it's cooking. They should be used to monitor temperatures of food during your event or near the end of the estimated cooking time to check for final cooking temperatures.

Using a thermometer is easy. If the stem of your dial thermometer has a dimple or dent about halfway up the stem, this indicates that you will need to insert the thermometer at least that far into the food to get an accurate temperature. If there is no dimple, you need to insert the thermometer one to two inches into the thickest part of the food. Always clean the stem of the thermometer with an alcohol wipe or sanitizer before and after using it. Read the temperature once the dial stops moving, which can take 1-2 minutes, or until the numbers stop changing on a digital thermometer.

When taking temperatures of thin foods like hamburgers, stacking food items will give you an inaccurate temperature reading. A customer could get an undercooked burger that could make them sick. Take an accurate temperature by inserting the thermometer into the thickest part of the food item you are checking. You may need to pick it up with tongs or rotate it.

Infrared thermometers only measure surface temperature and are not acceptable for taking food temperatures at temporary food service events.

Hand Washing Stations

If your event is outside or in an area inside where a sink is not available you need to set up a temporary hand washing station.

A hand washing station is not required when the **only items offered** are commercially prepackaged foods served in the original unopened container, for example, bottled drinks and individual packages of chips, cookies, crackers and candy.

Portable hand washing stations are simple to set up. Use a large container with a spigot attached to it but try to avoid push button spigots. You'll also need soap, paper towels, a container to catch the waste water and a garbage can or bag.



Wastewater from hand washing stations must be disposed of in a toilet or sink – not on the ground!



Food Protection

Foods need to be kept covered as much as possible during preparation and service. Food container covers or sneeze guards are required for all food that is not wrapped or packaged.

Outdoor food preparation attracts insects quickly, especially flies. Flies can spread disease, therefore food preparation needs to be done in an environment as enclosed as possible. Make sure that not only the food is protected but the items used to prepare the food are also protected.

If your event is outside plan to have a tent or other overhead cover to protect food from bad weather and contaminants. Food items being taken out of a box and served immediately like donuts or pizza do not need overhead protection as long as the box is kept closed between orders. Overhead protection is not required above a grill.

To prevent contamination, condiments should be dispensed from squeeze bottles, pour, shake or pump dispensers or in individual packets.

All food, equipment, utensils, paper goods and plastic ware, including items in boxes, must be stored at least 6" off the ground or floor.

If your booth is set up on the grass or dirt, you should use a ground cover. Food booths should also be located at least 50' from porta-potties, dumpsters, animal exhibits and livestock.

Cooking

Do Not Serve Undercooked Foods!

- Before serving, all meat, poultry, fish and eggs must be cooked to the minimum internal cooking temperatures in the chart.
- Cooking food to order will reduce the chance for bacterial growth that may occur if food is not held at the correct temperature before service.
- Never partially cook food before or during an event to finish cooking it later. The food may be in the temperature danger zone 41°F to 135°F for long enough to allow foodborne illness causing bacteria to multiply.
- Food that has been cooked and cooled must be reheated to 165°F within 2 hours before hot holding at 135°F.
- Crock-pots, chafing dishes, sternos and other hot holding devices are only for maintaining the temperature of food that is already hot. Use a stove, oven, or microwave to heat food and then put it in the hot holding equipment.

Temperature Requirements

For Time/Temperature Control for Safety Food



Reuse of leftovers is not allowed!

Safe Food Temperatures

Bacteria that can make people sick multiply rapidly between 41°F and 135°F in the **Temperature Danger Zone**. Not only do meats present a hazard, but so do foods like cooked pasta, cooked potatoes, and even some cut produce like melons, leafy greens, and tomatoes. Items like bread, ketchup, and mustard do not require temperature control for food safety.

When shopping, be sure to keep raw meats, poultry, and eggs separate from ready to eat foods in your cart and shopping bags and purchase perishable items last.

Whether you pick up the food for your event or have it delivered, plan to get the food to the site as close to the event start time as possible. Insulated containers or coolers (with ice or ice packs for cold food) will help keep the food protected and at the correct temperature during transportation.

Check and record the temperature of prepared food when you pick it up.

During transportation from the licensed food establishment, all hot food must be kept at 135°F or hotter. At the food booth, have the hot holding unit or chafing dish set up and hot when the food arrives.

Cold food must be kept at 41°F or lower in a refrigerator, in a cooler with ice or ice packs. Plug refrigerators in ahead of time or prepare pans of ice or coolers to keep food cold during the event. Put a thermometer in the refrigerator or cooler to make sure the temperature is less than 41°F. Check coolers during the event to make sure there is enough ice and that the ice is well drained (no melt water).

Do not thaw frozen food at room temperature. Thaw frozen food in a refrigerator, under cool running water or as a part of the cooking process.

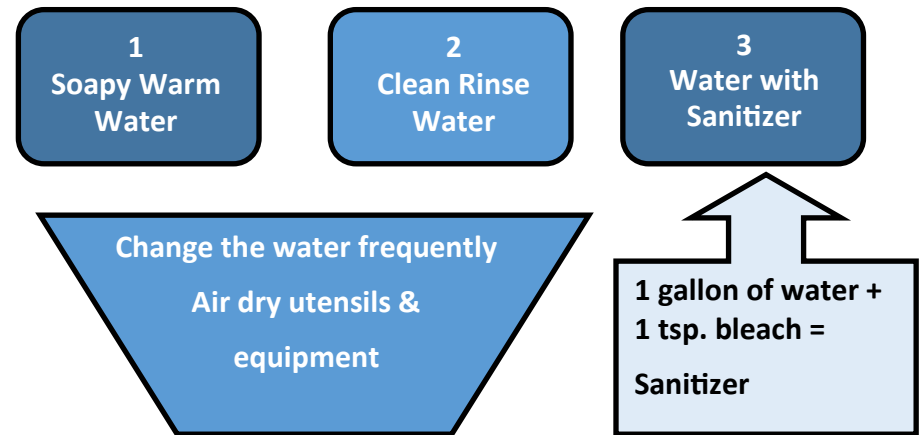
Garbage

Garbage cans must be washable, covered, and lined with a garbage bag. You need enough garbage cans for the public's garbage as well as yours.

Clean Dishes and Utensils

If your event is less than 4 hours long, bring extra, clean and sanitized utensils in a covered container just in case a utensil gets dropped or contaminated.

If your event is longer than 4 hours you may need to set up a 3 basin 'sink' to wash, rinse and sanitize utensils and equipment **at least every 4 hours**.



Do not use dish towels for drying. They can be dirty without looking dirty and could contaminate the clean dishes. Waste water from dish washing must be disposed of in a toilet or sink – **not on the ground**.

Toilet Facilities

Bathrooms or porta-potties must be available to employees and the public. Handwashing stations with soap and paper towels must be provided at porta-potty locations. Check the toilet facilities and hand washing stations periodically to make sure they are clean and have adequate supplies.

Food Worker Health and Good Personal Hygiene

Food worker health and personal hygiene is very important in preventing the spread of foodborne illness. Everyone involved in your food event has a responsibility to keep the food safe.

Preventing anyone who is sick from working is necessary. **If food workers have diarrhea or vomiting or have had these symptoms within 48 hours they may not work at the food booth.**

Handwashing is the first line of defense against foodborne illness. Dirty, contaminated hands are a serious risk to food safety that is easily avoidable.

Remember to wash your hands for at least 20 seconds with lots of warm water and soap. Always wash your hands prior to handling food; especially ready to eat foods (such as sandwiches, salads, fruit, donuts, and cooked foods), and after:

- using the restroom
- touching your face, hair, or bare skin
- eating, smoking, coughing, sneezing, or blowing your nose
- disposing of garbage
- working with raw foods such as meat, poultry, and eggs
- using cleaning chemicals or wearing gloves
- touching anything that could contaminate your hands, including your **cell phone**.

The use of gloves or instant hand sanitizer is not a substitute for handwashing.

Bare hands should not touch “ready-to-eat” foods, which are foods that will not be cooked or washed after handling. Use disposable gloves, deli paper, spatulas, tongs, or other utensils to handle these foods. Pizza, baked goods, sandwiches, and sushi are examples of ready to eat foods, so you will need to wear gloves when handling these items.



Changing your gloves when needed is very important in preventing the spread of foodborne illness. If disposable gloves are used incorrectly, they can be contaminated with bacteria and become a source of food contamination. When you handle money, touch your face, handle your phone, or pick something up off the ground with your bare hands you need to wash your hands before working with food. The same rule applies with changing your gloves. Remember to frequently change your gloves and always wash your hands before putting on a new pair of gloves. This will ensure that the customer’s food is protected.

Employees must work in clean clothes, wear a hat or hairnet around food, and keep non-workers and animals out of the booth. Smoking or eating should not be allowed in the food booth. However, drinking from a cup with a lid and a straw is okay inside the booth.