

TEMPORARY FOOD BOOTH SET-UP GUIDE

NO HOME-COOKED FOODS ALLOWED - LOS ALIMENTOS PREPARADOS EN CASA NO SE PERMITEN

FOOD MUST BE FROM AN APPROVED SOURCE

- Prepared on site, purchased from permitted kitchen or grocery store

APPROVED HANDWASHING STATION- must be in IMMEDIATE area of food prep.

- Soap
- Paper towels
- Approved water dispenser with “spigot spout” (*not push-button*) providing continuous flow
- Provide watertight bucket or container to catch waste water

Approved wastewater disposal container



Approved spout



No push-button



APPROVED DISHWASHING STATION (3 basins or sink compartments required – used from left to right)

- First basin/sink compartment (left-most) for washing - must have dishwashing soap.
- Second/middle basin or sink compartment for rinsing - must use clean water.
- Third basin/sink compartment (right-most) for sanitizing; e.g., a mixture of water & **50 ppm** minimum to **100 ppm** maximum Chlorine bleach.



All waste water must be disposed of in an approved sink/drain and not dumped on the ground.

PROPER FOOD TEMPERATURES

Cooking:

- Chicken- **165° F** or greater
- Ground beef/hamburger meat- **155° F** or greater
- Raw pork & Whole beef- **145° F** or greater

Hot-holding: 135° F or greater

- Electric or grill (preferred)
- Sternos (does not usually hold proper temperatures)

Cold-holding: 41° F or less

- Pack in ice up to the rim of container
REFRIGERATED at **41° F** or less.

Ground covering only needed if event is on dirt.
Tarp, plywood, cardboard can be used.

OTHER NEEDED ITEMS

- Food thermometers (0° F to 165° F)
- Sanitizer bucket with cloth
- Sanitizer test strips (visit EHS if some are needed)

OVERHEAD COVERING

Must have if outdoors and food prep occurs. Also needed if food must be left uncovered while not being served. Not needed for prepackaged/ wrapped foods.



Five Requirements for Operation:

1. Handwash station (basic one shown in pdf attachment)*.
2. A copy of Food Distribution Approval is at the event (printed or email able to be shown).
3. Food is prepared on site or catered from a permitted source. Food cannot be made at home and brought to the event.
4. TCS Foods** kept in proper temperature (below 41 or above 135) or a written time as a control plan is used for the food which would then be discarded within 4 hours.
5. Protection from elements/overhead covering if you are outside while making food or food is uncovered (cannot use trees as the overhead covering).
 - A. Keep in mind that even if a restaurant or caterer is handling the food for you, it is your responsibility to confirm they are following these guidelines.
 - B. Ensure that the TCS foods do not sit out of temperature longer than 4 hrs. before being distributed or discarded (cannot be saved for a later date if not kept in temperature control).
 - C. If it is kept warm (>135F) or cold (<41F) there is not a time limit but you must have a thermometer to monitor temperatures.
 - D. You will not need a dishwashing setup if:
 - (1) All dishes are used once (or disposable containers are present).
 - (2) If you are serving with tongs/utensils and you have multiple extra in case they become dirty or fall on the ground.
 - (3) If you are serving with gloved hands and there are no other dishes.
 - E. Hands must be washed whenever hands are soiled, anytime gloves need to be changed, or if money/trash/raw animal proteins are handled.
 - F. Tarps and overhead coverings are not necessary if event is held indoors. Let EHS know if you have any further questions.

* If any food handling occurs (foods are not entirely prepackaged or the preparation requires you to open packaging to further handle, such as in the case of sampling out foods), there must be a handwash station available (temporary setup or an actual handsink).

**Time/Temperature Controlled for Safety (TCS) Foods include (animal proteins/pizza/cheeses/lettuce/sliced tomatoes/sliced melons/tofu)