



Town of Greenwich
Department of Health
Division of Environmental Services
(203) 987-1001

Licensing Guidelines for Food Service at Temporary Events

The purpose of these guidelines is to minimize the risk of food borne illness outbreaks at temporary food service facilities. By following these guidelines, you can help ensure the safety of the foods served and in turn protect the health of your patrons.

Licensing Procedure:

Each food booth serving food at a temporary event must obtain a license from the Division of Environmental Services. In order to obtain the license, the designated food booth operator, in whose name the license will be issued must:

1. Contact the Division of Environmental Services at to obtain an application and an information packet. In some cases, as with large events with several booths, this may be done by the food coordinator.
2. Complete the application and provide any information that has been requested. For example, if out of town caterers will be preparing the food, you may be asked to provide copies of their current food licenses. Submit license fee with application. **Applications must be submitted at least two (2) weeks, 10 business days prior to the scheduled event or they will not be accepted.**
3. A physical site inspection will be done prior to issuance of license. **The food area must be completely operational at a minimum of one hour prior to the beginning of the event.** Additional inspections may be done during the duration of the event and the Inspector may terminate operation if compliance is not maintained.
4. If the conditions of the license have been met, the license will be issued. All licenses must be posted in the concession booth.

Communication is very important to ensure that the application process goes smoothly. The designated food booth operator must be someone who will be actively involved in the preparation of food that will be served, such as the head chef or shift supervisor. Someone with previous commercial food service experience is preferred. This person will act as the liaison between the food handlers and the Division of Environmental Services, and will be responsible for making sure that the proper procedures are understood and followed.



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Guidelines for Food Service at Temporary Events

Menu:

- All foods served must be from an approved source and prepared in a licensed commercial establishment.
- No home cooking or preparation allowed.
- No wild game or fins fish from non-commercial sources are allowed.
- All meats and poultry must be USDA inspected.
- Only shellfish from approved sources may be served. All shellfish tags must be saved for ninety (90) days.
- All receipts and bills of sale must be retained and made available to the department upon request.

The Department of Health representative may restrict or modify the menu and/or preparation methods as deemed necessary to minimize the risk of foodborne illness.

Preparation:

The easiest and safest method of preparing food for sale at a temporary facility is cooking to order. Example: pre-formed frozen hamburger patties that are cooked on a grill and served immediately. Keep in mind that the more steps involved between raw product and final service, the greater the potential for food borne illness to occur.

On site preparation should be minimal. Same day preparation is safest. However, off site preparation could take place the day before in a licensed facility that is equipped to handle the large volumes of food involved. Example: Shish kabob could be assembled on skewers, stored overnight, and transported under refrigeration the next morning. A large capacity full service restaurant with walk-in refrigerators would be suitable as opposed to a small deli with two small refrigerators. All potentially hazardous foods must be delivered under refrigeration to the site as close to the day of the event as possible. If food is prepared off site, the establishment must be in compliance with local, state and federal codes. Copies of a recent inspection report and a valid health department license may be requested if food is prepared out of the Town of Greenwich.

Food Protection:

1. **Observe Safe Food Temperatures.** Hold potentially hazardous foods below 41 degrees F. or above 135 degrees F.

The number one cause of food borne illness outbreaks is the failure to keep potentially hazardous foods at the proper temperatures. Potentially hazardous foods are those consisting in whole or part of milk, milk products, eggs, meat, poultry, fish, shellfish or other foods capable of supporting the rapid growth of infectious or toxigenic microorganisms. This includes hot dogs, pizza, cooked rice, beans, potatoes and other cooked vegetable, sliced melons, cream filled pastries as well as the more commonly accepted types of foods.

Cook foods without interruption. Partial cooking in advance is a dangerous practice and is not allowed. The following are minimum cooking temperatures:

Poultry:	165 degrees F.
Pork:	150 degrees F.
Beef:	140 degrees F.

Reheat rapidly previously cooked and chilled foods to 165 degrees F. Use grills or ovens to reheat (do not use a steam table to reheat). A long stem dial type thermometer must be provided for monitoring food temperatures (Range 0 to 220 degrees F.). All persons cooking must have a thermometer and know how to use it.

Only equipment capable for maintaining food at these safe temperatures shall be used. Adequate refrigeration such as refrigerated trucks, refrigerators, and at the discretion of the Department of Health coolers with ice or ice packs must be provided for keeping food cold. For example, a refrigerated truck would be used for bulk storage, and small refrigerators or coolers used for short-term service near the grills. If electrically powered coolers are used, care must be taken to be sure that the service lines can handle the

voltage. The Greenwich Building Department should be contacted for all electrical and plumbing connections. All units must be provided with accurate thermometers placed in the warmest part of the unit to monitor ambient air temperature.

Defrost frozen foods in the refrigerator below 41 degrees F.; never at room temperature (off site only).

Chill foods rapidly (within 2 hours). Large quantities of foods must be broken down into smaller containers that are shallow enough to allow for rapid cooling. Store in refrigerators promptly; do not allow to cool at room temperature (off site only).

All potentially hazardous foods must be transported under refrigeration regardless of the distance to traveled.

As previously stated, the cook and serve method is preferred. However, if foods need to be held hot, gas fired steam tables are preferred. Other warming units may be approved provided that they are capable of holding foods over 135 degrees F. The Greenwich Fire Department should be contacted for approval to use all cooking equipment. Warming units must never be used to heat or cook foods. They are designed only to hold foods temporarily that have just been heated. Food products should not remain in warming units over a long period of time unless the unit is capable of holding temperatures at 135 degrees F. Example: fried rice is cooked on the wok, then transferred immediately to a preheated steam table and held for service.

1. **Do Not Cross Contaminate.** Separate raw and cooked potentially hazardous foods. Do not interchange utensils, cutting boards, containers or other equipment that has been previously used for raw foods with cooked or ready to serve foods. Example: Do not slice onions or tomatoes to be served on hamburgers on a cutting board that was previously used to cut raw chicken; do not use a knife to slice cooked ham that was previously used to trim a piece of raw beef. **Designate raw and cooked (or ready to serve) prep areas.**

Never Reuse Marinade. Once the meat is removed for cooking, the marinade must be disposed of properly. The container must be washed and sanitized before it can be reused. Always use a freshly made marinade if the recipe calls for adding while the meat is cooking.

2. **Never Pool Eggs.** When large quantities of eggs are called for, liquid pasteurized eggs must be used. Example: for making scrambled eggs, pancakes, funnel cakes, or other batters, liquid pasteurized eggs must be used.
3. Discard Leftovers at the end of the day; do not re-serve.
4. All foods must be protected from flies, dust, sneezing, unnecessary handling, or other contamination during transportation, storage, handling, display and service. All preparation and service must be done under a tent or similar approved structure with overhead protection. All cooking under a temporary structure must be approved by the Greenwich Fire Department.

Store Foods in food grade containers and keep them covered. All equipment must be clean and in good repair. If coolers are used they must be a non-porous type (not Styrofoam). Food should not be placed directly in contact with ice if ice is approved as a coolant. Ice should be well drained and not used for any other purpose (this includes ice for bottled or canned beverages). Ice may not be used for drinks. All drinks should be served in a single service container. If ice is to be used as a food product it must be from an approved source. Store all foods off the ground on shelves or stacked on empty crates. Sugar, mustard, ketchup, and other condiments must be individually packaged or dispensed in a manner that prevents contamination such as squeeze bottles.

5. Minimize hand contact. Use utensils such as tongs, spoons, and spatulas; they may be stored in the food with the handles extending out. Clean utensils must be stored in clean containers. When manual contact is necessary, use wax tissue paper or disposable gloves. Remember, however, that gloves are not a substitute for hand washing and should be changed frequently.
6. Only single service disposable utensils are to be provided for public use; they must be stored and dispensed in such a manner that will prevent contamination. Example: Store utensils with handles up to allow customers to pick them up without touching the food end.
7. Salad bars (and other self-service type displays) are not allowed at temporary facilities.
8. Provide adequate lighting in the booth.

Sanitation

1. The food booth must be maintained in a sanitary manner at all times. All food contact surfaces and equipment shall be cleaned at regular intervals and as often as necessary to maintain a high standard of cleanliness. A bleach solution (100 ppm) or other approved sanitizing solution shall be provided in sufficient quantities for sanitizing all food contact surfaces.

The following procedure is to be used for all food contact surfaces such as cutting boards, utensils, food containers, counters, etc.:

1. Wash (in hot soapy water)
2. Rinse (in hot clean water)
3. Sanitize (soak for 1 minute in a 100-ppm bleach and water solution: Approximately 1 Tbs. Of bleach/gallon of water or 1/3 Cup bleach/5 gallons of water)
4. Allow to air dry (never towel dry; bleach will dissipate)

If you choose another type of sanitizer, it must be approved by a Department representative prior to use. Bleach is inexpensive, easily accessible, and very effective as a sanitizing agent. Ideally a three-compartment sink or a mechanical dishwasher should be used if available. Example: An on-site school kitchen, church kitchen, etc. If such a facility is not available then three clean 5 gallon buckets may be used provided that an adequate potable water supply is available.

For short-term events, this requirement may be waived provided that an ample supply of extra replacement utensils are available.

2. An adequate supply of clean wiping cloths must be provided for cleaning purposes. When not in use they must be stored in the bleach solution.
3. If at all possible, each food booth must be provided with hand washing station consisting of an adequate supply of warm potable water (minimum 5 gallons) in a sanitary container and dispensed through a free running tap or spigot. Portable hand sinks are available from some rental agencies. Liquid hand soap, paper towels and a bucket to catch wastewater must also be provided. A common hand wash station may be approved.
4. An adequate number of toilets must be provided for public use. The actual number of toilets will be determined on an individual basis depending on attendance. Hand washing stations must be provided with liquid soap and paper towels.
5. All liquid waste must be collected and disposed of in an approved manner that will not create a nuisance or a public health hazard. Dumping liquid waste on the ground, in waterways, or storm drains is not allowed. Waste cooking oil and grease must be disposed of in an approved manner. This type of grease cannot be dumped with the other trash. A grease container must be provided and arrangements made with a grease hauler for removal. Wastewater shall not be reused for any purpose.

Personnel and Hygienic Practices

6. A copy of the basic rules must be posted in the booth and read by all food handlers. A logbook showing name, address, phone number, date and time worked must be signed by all food handlers.
7. Only authorized personnel are allowed in the booth. No pets or animals are allowed in the booth. Smoking is prohibited.
8. No person with a communicable disease or afflicted with boils, sores, infected wounds, or an acute respiratory infection, shall work with food. Example: If you have a fever, diarrhea or vomiting, you cannot work.
9. All workers must wear clean outer garments and maintain a high degree of personal cleanliness.
10. Wash hands frequently, but always upon entering the booth, after using the toilet, eating, smoking, taking a break, coughing, handling garbage, handling raw potentially hazardous foods, etc.
11. Wear hats, hairnets, or some other type of hair restraint if needed.

Revoking of Licenses – Booth Closures

The food license may be revoked at any time for any reason by the Director of Health or his/her agent, when, in his/her opinion such action is warranted. The booth will not be allowed to reopen without the written approval from the Director of Health or his/her agent.

Other requirements may be imposed based on the individual needs of each booth.

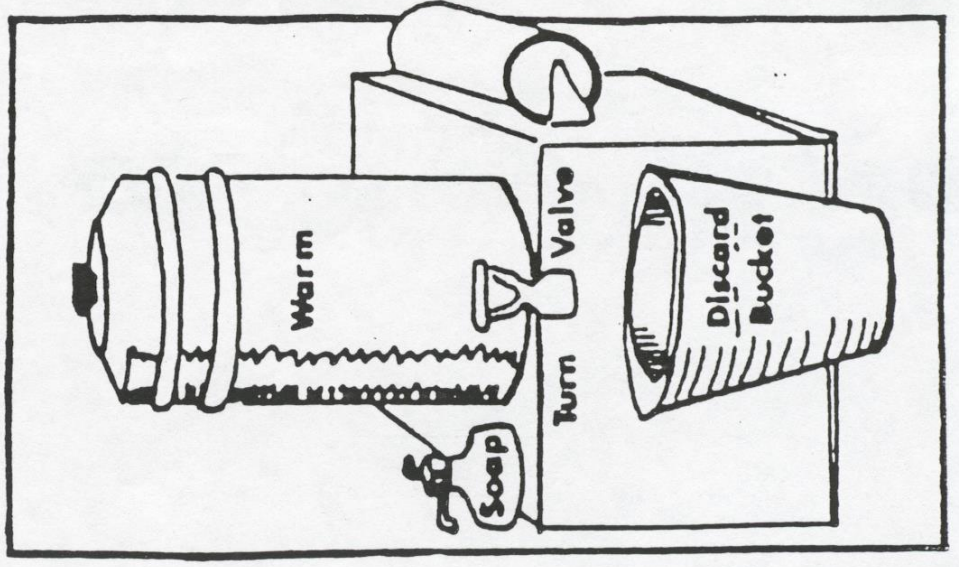
Basic Food Booth Requirements For Temporary Events

- ✓ Sign Log Book before beginning work
- ✓ Keep Foods At Safe Temperatures:
 - Cold Foods Below 41 Degrees F.
 - Hot Foods Above 135 Degrees F.
 - Reheat Foods Rapidly to 165 Degrees F.
- ✓ Wash Hands Frequently
 - Before Starting
 - After Breaks
 - After Using Toilet Facilities
 - After Touching Raw Food Products
- ✓ Sanitize Utensils And Cutting Boards
 - Use Bleach Solution (1Tbl. Bleach:1Gal. Water)
- ✓ Do Not Cross Contaminate
 - Separate Raw And Cooked Foods
- ✓ No Smoking
- ✓ Use Utensils – NOT Your Hands
- ✓ Keep Foods Protected (Covered and Off the Ground)
- ✓ Do Not Eat or Drink While Working
- ✓ Wear Hair Restraints
- ✓ Do Not Work If You Are Ill

PLEASE POST

HANDWASHING TEMPORARY FOOD BOOTHS

A HANDWASHING STATION MUST INCLUDE:
POTABLE HOT & COLD RUNNING WATER (OR
WARM WATER); LIQUID SOAP IN A DISPENSER;
PAPER TOWELS; CONTAINER FOR WASTE WATER.
A WATER CONTAINER MUST BE CLEAN AND HAVE
A VALVE OR SPIGOT THAT REMAINS OPEN TO
ALLOW FOR ADEQUATE HANDWASHING.



THERMOMETERS

A metal-stem thermometer must be available and used to check internal food temperatures; thermometers may be purchased from restaurant supply companies or from large department stores. Must be able to measure from 0° to 220°F.

All refrigerators, cold holding units, and freezers must have an accurate, visible thermometer.

