



Temporary Food Service Guidelines
Updated February 2021

To operate a Temporary Food Service Establishment you must notify the Local Health Department of your intent and request a permit. Temporary Food Service Establishments which operate for one to three (1-3) days shall be charged a \$60.00 permit fee, those which operate for four to seven (4-7) days shall be charged a \$90.00 permit fee, and those which operate for eight to fourteen (8-14) days shall be charged \$125.00 permit fee. The permit fee is payable to Three Rivers District Health Department.

In addition, all establishments must meet all other requirements for Temporary Food Service Establishments and are subject to inspection and enforcement by Three Rivers District Health Department Environmental Inspectors. The only exception from fees will be for non-profit organizations with documentation of 501(c)(3) status. The only exception to permit requirements shall be pot luck events that are closed to the public and are considered private, invitation only events designed for a defined group of participants. (Policy statement defining "Pot Lucks" and exceptions available upon request)

Only those potentially hazardous foods requiring limited preparation (2 hours or less total preparation time) shall be prepared or served unless specifically approved by the department.

A permit application and list of foods to be offered shall be submitted to this Department prior to the operation of any temporary food establishment.

FOODS:

- All foods shall be wholesome and obtained from an approved source.
- No home canned foods or shellfish
- The preparation of foods in a home kitchen or establishment not subject to Health Department inspection is prohibited. **All foods must be prepared either on site where the temporary permit is issued or in a permitted commercial kitchen** and then reheated on site where the temporary permit is issued (if necessary). If foods are prepared in a permitted commercial kitchen rather than on site, foods must be transported in a safe manner and maintain their temperature at <41F if cold and >135F if hot.

FOOD PROTECTION:

- Food Grade gloves for handling all foods are required unless written approval has been granted by Three Rivers District Health Department recognizing adequate precautions are taken.
- Store prepackaged food and drinks in drained ice.
- Prepare and serve foods from an insect-proof booth.
- Screening and fly fans are effective against the entry of flies. Screening may be required when insects are found present. Roofing or canopy is always required.
- Foods may be grilled outside but must be returned to booth for storage/service.
- Keep hot potentially hazardous foods at 135°F or above and cold foods at 41°F or below.
- A metal stem thermometer / meat thermometer is required.
- Condiments shall only be provided in individual packages or approved dispensers.
- Do not display relish/onions/etc. for customer self-service.
- Cover all foods to protect from contamination (flies, sneeze, dust, overhead contamination).
- Store food, utensils, and single service articles (cups, straws, napkins) at least 6" off of the floor/ground.

FOOD EQUIPMENT:

- Use utensils and scoops with handles for food and ice. Handles of scoops must not be stored in food product.
- Do not store food or drinks in ice meant for consumption.
- All equipment, utensils, and food preparation surfaces must be clean and in good repair.
- Equipment shall not be stored in standing water unless water can be maintained at >135F

PERSONNEL:

- Effective hair restraints shall be worn by all workers.
- No smoking, eating, or drinking shall be allowed in booths.
- Food Grade gloves for handling all foods are required unless written approval has been granted by Three Rivers District Health Department recognizing adequate precautions are taken. Gloves may not be washed and must be changed regularly and after they become soiled in any way.

HANDWASHING:

- Provide adequate clean water, soap, and paper towels at all times for handwashing.
- A covered container with a spigot is required.

UTENSIL WASHING:

- Provide three (3) containers (dish pans, buckets, sinks, etc) of clean water for utensil washing.
- One container must contain dish detergent, one with rinse water, and one with sanitizer (household bleach). Change water often.
- Test strips must be provided for testing of sanitizer utilized.

OTHER:

- Provide washable trash containers. No boxes or paper bags permitted.
- Store all poisonous compounds (bleach, detergents, etc.) in properly labeled containers away from food, single service articles and utensils.
- All light fixtures (exception: heat lamps) must be properly shielded.

SHOPPING LIST:

- Metal Stem Thermometer
- Thermometers for refrigeration units
- Hand soap and paper towels
- Water
- Sanitizer
- Dish Detergent
- Trash Can
- Three basins for dishwashing
- Hair restraints
- Food Grade gloves
- Sanitizer test strips
- Health Department Permit

Carroll County Health Center: 502-732-6641
Gallatin County Health Center: 859-567-2844
Owen County Health Center: 502-484-3412
Pendleton County Health Center: 859-654-6985