



**Town of Addison  
Environmental Health Division  
16801 Westgrove Drive  
Addison, Texas 75001  
(972) 450-2880**

## Temporary Food Event Basics

This pocket guideline is designed to help you construct, operate and understand sanitary practices required to ensure the public enjoys safe food and beverages and prevent foodborne illness.

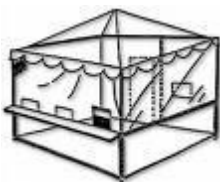
### 1. Permits:

You are required to have a health permit to sell or give foods or beverages to the public.

**Foods or beverages stored or prepared at your home are not allowed.**



### 2. Booth Construction:



Your food booth, and all food preparation areas, should be designed to protect the food and beverage from contamination. The following features are required:

- Overhead Covering – a tent top, such as an EZ Up.
- Surface – booth must be on hard surface (concrete, asphalt, etc). If not on a hard surface then Ground Cover – a tarp or wood platform must be provided under entire booth and food preparation areas. It should prevent food and beverage supplies from coming into contact with the ground.
- Mesh screening or clear plastic/vinyl sheets are recommended
- All food items must be prepared, cooked and served from inside the food booth** (exceptions are:

BBQ/grill or cooking equipment required to be operated outside fire department).

### 3. Hand Washing:

Unclean hands can contaminate your food. You will need the following items:

- Warm Water** – an urn or insulated container filled with warm water (100° Fahrenheit). The urn should have a spigot or valve to allow water to flow freely as you wash and rinse your hands.
- Soap Dispenser** – bar soap is not allowed (avoid scented or lotion soaps).
- Paper Towels** – cloth hand towels are not allowed.



- Catch Bucket** – a bucket or container to catch the rinsed waste water from your hands.

Use a stand or table – the water urn or container should be placed high enough to allow for proper hand washing and collection of rinse water. The hand wash station should be placed in an unobstructed area that is easy to access and use at all times.

**Wash your hands after: touching your face, handling money, using the restroom, smoking, removing garbage, and/or whenever you start preparing a different food item.**

### 4. Dish and Utensil Washing:

Proper washing and sanitizing of dirty pots, dishes, and utensils is important in preventing the transfer of germs to food. The following items and order are required for proper washing and sanitizing:

- Wash with Hot Soapy Water – fill a bucket or container that can hold your largest pot/dish/utensil with hot soapy water. It's best to remove any food particles or grease from the dirty pot/dish/utensil before washing.
- Rinse With Fresh Clean Water – fill a bucket or container with fresh clean water to rinse off the soap from the washed pot/dish/utensil. It is important to remove the soap before sanitizing.



- Sanitize – fill a bucket or container with a chemical sanitizing solution. Chlorine bleach is a common **sanitizer (use 1 tablespoon for each gallon of water)**.

- Air Dry – after sanitizing the pot/dish/utensil, let it completely air dry to allow the full effects of the sanitizer to take place (having extra pots/dishes/utensils are recommended). You should have sufficient **water for your washing system. Utensil washing system is not required if only prepackaged/canned/bottled foods are sold.**

### 5. Cooking and Hot Storage:

Serving undercooked or hot foods not held at the proper temperature can lead to a foodborne illness.



You will **need a probe thermometer (with a 0° to 220° Fahrenheit range) to ensure the temperatures for the following food items are reached during their cooking process:**

- Hamburgers and other ground beef foods - cook to 155° Fahrenheit.
- Poultry (single piece or ground) – cook to 165° Fahrenheit.
- Single pieces of meat and fish – cook to 145° Fahrenheit.



**Hot food items must be held at 135° Fahrenheit.**

The following are several methods to maintain proper hot holding temperatures (**turn on your heating units before placing the cooked foods in them**):

- Chafing dishes
- Cooking grill
- Stove top
- Crock pots or similar self contained heating units
- Steam tables
- Warming ovens



Check hot holding temperatures every 30 minutes. Keep foods covered and stir frequently. **Discard all left over cooked or ready to eat foods at the end of the day.**

## 6. Cooling and Cold Storage:

**Maintain all perishable foods (time & temperature controlled for safety, aka "TCS") at or below 41° Fahrenheit.**

Examples of perishable foods or TCS are: raw or **cooked meats**, foods with egg products, or foods with milk products. Other TCS foods include: cut **melons**, bean sprouts, garlic/fresh herbs in oils, and **cooked rice**. Even spinach and lettuce are a concern if not properly maintained.

Contact your local health department if you are unsure if the foods you plan to prepare and serve are considered a PHF/perishable.

Ice may be used for cold storage of perishable foods if the event is for one day; mechanical refrigeration is required if perishable foods are to be kept and used for more than one day.



## 7. Reheating Foods:

Reheat all food items rapidly to 165° Fahrenheit. Do not use chafing dishes, crock pots, steam tables, or similar devices for heating up foods. It is recommended that a stove or microwave oven be used to rapidly re-heat foods.

## 8. Food Handling:

Never handle/touch any food without washing your hands. **To handle a ready-to-serve food item, use of the following is recommended:**

**a. Disposable gloves**

**b. Serving tongs or other serving utensils**

**c. Napkins or food tissue paper**

**d. Use squeeze bottles, containers with hinged lids, and/or individual packets for self-serve condiments**



## 9 Food Protection:

Food should be properly protected at all times. Keep foods covered, and have proper sneeze guards in place. Food should **NOT** be prepared on the same counter used for customer service.



## 10. Sanitizing Work Surfaces:

To prevent cross contamination and discourage flies, sanitize work surfaces with wiping cloths in a bucket or container of a sanitizing solution (1 tablespoon of bleach to 1 gallon of clean water). Allow all surfaces to completely dry before using. Change the sanitizing solution every 2 hours or sooner if the water becomes cloudy.



## 11. Employees/Workers:

All employees/workers who prepare and/or serve food must be in good health. Any person with symptoms of: cramps, nausea, fever, vomiting, diarrhea, jaundice, etc., or have open sores or infected cuts on their hands should not be allowed in the food booth.



All employees/workers shall wear clean outer garments.

**To prevent cross contamination of foods and reduce the risk of food poisoning, assign employees/workers different tasks such as: handling money, preparing ready to eat foods, preparing raw meats.**

Smoking is not allowed in the food booth or any outer cooking areas.

**A person in charge (PIC) must always be present at all times.** This person is responsible for all operations of the food booth and ensures all employees/workers are following these guidelines.

## 12. Waste Disposal:

Place all garbage and wastes in a refuse container with a tight-fitting lid. Remove all wastes at the end of the event or as necessary and dispose of in a proper manner (i.e. garbage bins or receptacles).



**All waste water from your dish/utensil wash containers/buckets and hand wash catch bucket must be disposed in an approved sewer system (i.e. sink connected to the sewer system) or waste water collection tank (provided by the event organizer). It is illegal to ground.**

## 13. Insect Control:

Flies and insects can carry or transmit foodborne diseases. Cover all food items to reduce this possibility.

If traps are used for insect control (i.e. flies or yellow jackets), be sure to place them away from your food booth (consult the directions for proper distance). The traps have a scent (pheromone) that will attract the insects to its location.



## 14. Food Transportation:

Keep prepared foods covered and maintain proper food holding temperatures. Use insulated or warming containers to keep hot food items at or above 135° Fahrenheit. Use ice chests or refrigerated trucks to maintain cold food items at or below 41° Fahrenheit.

## 15. Ice:

Ice used to cool beverage containers or to keep perishable foods cold may not be used for consumption. Keep ice for consumption in a marked separate container/ice chest. Always use ice from an approved source and use a scoop to dispense ice.



## 16. Water:

Contact the event organizer to check if fresh clean (potable) water is available at the event site. You may need to bring your own fresh clean water if none is available.



## 17. Restrooms:

Toilets must be provided for employees within a reasonable distance from the food booth.

