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## **Temporary Food Service Event Guidelines**

The Health Department provides guidance regarding public health requirements and the local food ordinance which must be followed when offering food or drink to the public. This guide provides basic food safety information for temporary food booth workers in the Town of Brookfield. These regulations ensure that consumers are protected from food borne illness. This guide focuses on factors, which have been implicated in causing food borne disease outbreaks and will assist temporary food vendors in managing critical areas of food- handling.

### **Who Needs a Temporary Food Service License?**

Any event offering food to the public at a fixed location for no more than 14 consecutive days, such as a carnival, festival, fair, public exhibition, as a transitory gathering, needs to obtain a license from the Health Department. The Brookfield Health Department Food Ordinance requires a license for temporary events when food and beverages are offered to the public, even if there is no charge.



## How to Obtain a License

- ✓ EACH food event and vendor at an event must obtain a Temporary Food Event License application from the Brookfield Health Department. Please call 203-775-7315 to obtain an application and information or download it: [www.brookfieldct.gov/Pages/BrookfieldCT\\_Health/index](http://www.brookfieldct.gov/Pages/BrookfieldCT_Health/index). (For larger events this may be done by the event coordinator).
- ✓ The Health Department will review the application with the person in charge of the event by phone or in the office. This review must take place before approval of the application. The application must be submitted a minimum of ten days prior to the start of the event. An inspection of your food event/booth *may be required* by the Health Department.
- ✓ All food and beverages (including ice) must come from an approved source. Food must be purchased or donated from an approved wholesale or retail store or prepared in a licensed kitchen.
- ✓ All heating, cooling, and hot-holding equipment must be approved by the Health Department.
- ✓ You must maintain a list of names, addresses and phone numbers of all volunteers working at the temporary food booth, including time-in, time-out, job duties and dates worked.

## Managing Critical Areas of Food Handling

**Managing risks associated with contracting foodborne illness is the responsibility of the Temporary Food Event coordinator. This guide will focus on:**

**FOOD/WATER/ICE FROM AN APPROVED SOURCE  
HOW TO MAINTAIN PROPER TEMPERATURES  
FOOD HANDLING AND UTENSIL STORAGE  
PROPER HANDWASHING  
HOW TO SET UP A CLEANING AND SANITIZING STATION  
PREMISES**

**You can help ensure a healthy, safe and successful event for all to enjoy by following the guidelines in this booklet.**

## **Food-Borne Illness and Ill Food Handlers**

**Foodborne illness is a serious problem in the United States. Many foodborne outbreaks have been traced back to improperly handled food at temporary events. According to the Centers for Disease Control and Prevention, an estimated 300,000 Americans are hospitalized each year with foodborne illness. The elderly, the very young and people with compromised immune systems are at greater risk from foodborne illness.**

**Ill food handlers are a significant cause of foodborne illness and therefore must never be allowed to work with food at an event or in a food booth. These individuals can easily transmit disease-causing organisms to food, drink and utensils that patrons use. Any person recently experiencing nausea, vomiting, diarrhea, fever with a sore throat, jaundice, cuts or burns on hands should not be allowed to work/ volunteer at an event or in a food booth.**

**There are many types of microorganisms that can cause foodborne illness. You cannot see, smell, or taste them. They are invisible to the naked eye. The following are examples of some common organisms that cause foodborne illness:**

- ❖ **E. Coli: 0157 H7:** found in undercooked beef, unpasteurized apple juices and cider, or contaminated water.
- ❖ **Salmonella:** found in poultry and raw eggs.
- ❖ **Hepatitis A virus:** found in foods handled by ill food workers prepared with bare hands.
- ❖ **Shigella:** ready-to-eat food contaminated by infected persons.
- ❖ **Listeria:** found in raw meat, processed meats, deli meats, seafood or dairy products.
- ❖ **Campylobacter jejuni:** found in dairy or poultry products.
- ❖ **Cryptosporidium:** found in contaminated water.
- ❖ **Noro Virus:** transmitted by infected persons touching ready-to-eat foods with bare hands.
- ❖ **Bacillus cereus:** found in foods improperly held at bacterial-incubating temperatures or preparing foods several hours before serving.

## **Food from an Approved Source**

The public assumes that the food they purchase at special events is safe to eat. All foods and drinks offered to the public must be prepared in a licensed, commercial kitchen or at the food booth the day of the event.

Under no circumstances can food be prepared in a private residence and then offered to the public. The Health Department does not inspect private home kitchens and cannot verify that proper food handling procedures were followed or conditions were sanitary. Home canned foods are prohibited.

All foods shall be obtained from an approved source complying with the applicable State and Federal laws and regulations and shall be clean, wholesome, free from adulteration and properly labeled.

Only those potentially hazardous foods requiring limited preparation (such as hamburgers and hotdogs that only require seasoning and cooking) shall be prepared and served. The preparation of other potentially hazardous foods, including but not limited to pastries filled with cream or synthetic cream, custards and similar products, and salads or sandwiches containing meat, poultry, eggs, fish or shellfish are prohibited unless it can be shown to the full satisfaction of either the Director of Health or authorized agent that the potentially hazardous foods will be prepared, packaged, stored, displayed and transported under conditions and in facilities meeting the requirements of the Brookfield Health Department Food Ordinance, Temporary Event Guidelines and the Public Health Code of the State of Connecticut.

## How to Maintain Proper Temperatures

A potentially hazardous food or a perishable food is a food containing in whole or in part, milk, milk products, eggs, meat, fish, shellfish, non-dairy coffee creamer or any other food capable of supporting the rapid growth of bacteria, viruses or parasites that causes foodborne illness. Foods must be kept “safe” while being transported. You must transport food and beverages in a cooler with adequate ice or hot in a hot box to its destination. **This means that food must be kept either cold at 45°F and below or 140°F and above at all times.** Food may be out at room temperatures only during absolutely necessary times of preparation. You may not leave potentially hazardous foods out for display at any time.

**You will need a properly calibrated probe thermometer to take temperatures of food and beverages, and alcohol swabs to sanitize the thermometer before placing it in food or beverages. You must verify internal cooking temperatures of foods by placing a probe thermometer into the thickest part of the food product.**



**(Probe thermometer)**

## **Cold Storage**

Adequate refrigeration units to keep potentially hazardous foods to a temperature of 45°F or less may be required at the event. Coolers with sufficient, well-drained ice may be approved for storage for a short period provided the ice used as a coolant is not used as an ingredient in ready to eat foods or beverages. All ice must be from a commercial source, not from home. The ice container must be made of a non-porous, easily cleanable surface with a lid. Styrofoam coolers will not be approved. Ice-melt in a cooler should be drained often to prevent accumulation of water. Ice packs can be used. Keep all foods at least 12 inches off the ground, including coolers.

If mechanical refrigeration is used, the units must be clean, in good repair and capable of maintaining food temperatures to 45°F or below. A thermometer should be placed inside the refrigerator to monitor proper required temperature. Alternate methods of temperature control must be provided in the event of a power outage.

## **Hot Holding**

Adequate hot holding units are required to maintain foods to a temperature of 140°F throughout service. A shallow chafing dish/sterno is allowed if proper temperatures are maintained.

*Steam tables and chafing dishes are not intended to cook or reheat foods.*

## **Temperatures to Remember**

\*All temperatures must be reached with no interruption in the cooking process & must maintain that temperature for the prescribed amount of time to be considered safe to consume.

\*Always use a clean and sanitized food thermometer to check temperatures.

### **Holding Temperatures**

Cold Food Storage

45°F or below

Hot Food Holding

140°F or above

### **Cooking Temperatures**

Ground Beef

At least 155°F for 15 seconds

Beef Roasts, Corned Beef

At least 145°F for 3 minutes

Pork and Pork Products

At least 145°F for 15 seconds

Poultry

At least 165°F for 15 seconds

Stuffing & Stuffed meats, poultry, fish

At least 165°F for 15 seconds

Stuffed Pasta

At least 165°F for 15 seconds

Game Meats

At least 165°F for 15 seconds

Eggs

At least 145°F for 15 seconds

### **Microwave Cooking**

Meat, Poultry, Fish, & Eggs

At least 165°F all parts of food

Must be rotated or stirred, covered

### **Re-heating Temperatures**

Reheated food items

At least 165°F for 15 seconds

All foods that have been cooked and cooled, when reheated they must reach 165° within 2 hours

### **Cooling Requirements**

Cooked foods must be cooled to 45°F within 6 hours

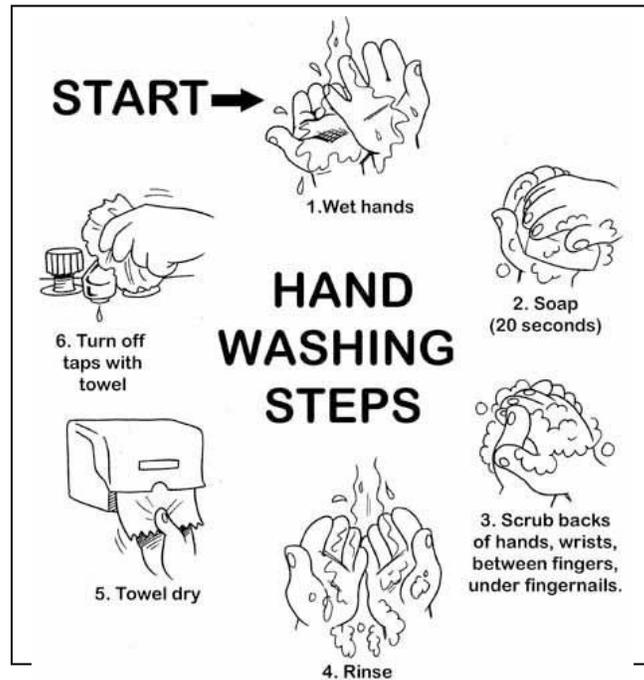
\*Cook hot dogs and processed meats to 145°F

\*Cook canned goods to at least 140°F for 15 seconds for hot holding

## **Food Handling Practices and Utensil Storage**

- **Foods must be protected from unnecessary handling and ready-to-eat foods must not be handled with bare hands.** Use non-latex gloves or utensils to handle ready-to-eat foods. Gloves must be changed if they become soiled or whenever changing tasks or if task is interrupted. Hands must be washed before putting on gloves or when changing gloves. Do not wash gloves. Gloves can only be used once.
- **All food and beverages must be protected from dust, flies and other contaminants at all times.** All food and beverages must be kept at least 1 foot off the ground at all times. Condiments must be served in individual-size packets or with a utensil from a covered container. Squeeze bottles are also acceptable.
- **Food, beverages, or related items such as napkins, cups, ice, cannot be stored on the ground because of possible insect, vermin or other contamination.** Tables or other approved devices (no wood) that elevates these items at least 12 inches off the ground must be used. Nothing should be placed on the ground at your booth.
- **Discard leftovers at the end of the day. Do not re-serve.**
- **Use only single service disposable utensils and paper products for public use.** Protect single service items from contamination during storage by storing dispensing handles up.
- **Clean cloths must be used for wiping counters and cutting boards.** The cloths must be placed in sanitizing solution of 50 – 100 parts per million chlorine bleach when not in use to prevent the growth of microorganisms. Do not use sponges as they hold bacteria.
- **Remember to wash whole fruits and vegetables before preparation or service.**
- **Never pour marinade from a raw meat over a cooked product.**
- **Avoid cross contamination of food.** An example of cross contamination is when raw chicken is cut on a cutting board and then lettuce is cut on the same cutting board with the same knife without cleaning and sanitizing them in between. The lettuce becomes contaminated with bacteria from the raw chicken. **All equipment and utensils (i.e. knives, cutting boards, etc.) must be thoroughly cleaned between each type of food prepared. There must be separate areas for preparing raw meat/poultry/fish and ready to eat (includes cooked) foods.**

## Proper Hand Washing



**Frequent hand washing is another extremely important method of preventing foodborne illness. Hands should be washed whenever they become contaminated. When handling food and beverages, hands must be washed in warm water with soap for at least 20 seconds and dried with a paper towel. Use of gloves or hand sanitizer is not a substitute for hand washing.**

### **Hands should always be washed:**

- Before starting work
- After using the bathroom
- After coughing or sneezing
- After touching areas of the body such as ears, mouth, nose, hair or scratching anywhere
- After smoking
- After touching raw protein foods such as chicken, eggs, meat, dairy products
- When changing job functions such as collecting money and then cooking hamburgers
- Whenever hands become contaminated or soiled

**In addition to hand washing, personnel hygienic practices include:**

- Maintaining a log book showing name, address, phone number and job duties of all food handlers working the event (see attachment)
- No pets allowed in the booth
- No smoking. The use of tobacco in any form is prohibited in the food booth
- No person with a communicable disease or afflicted with boils, sores, infected wounds, or an acute respiratory infection shall work with food or within the food preparation area
- Effective hair restraints are required
- No non-food personnel/children allowed in the food booth or food prep area

### **How to set-up a Cleaning and Sanitizing Station**

**Adequate facilities must be set up for cleaning and sanitizing food contact surfaces such as cooking utensils, equipment and cutting boards.**

- ❖ **WASH** all utensils in the 1<sup>st</sup> basin containing soap and water
  - ❖ **RINSE** the utensils in the 2<sup>nd</sup> basin containing clean water
  - ❖ **SANITIZE** the utensils in the 3<sup>rd</sup> basin containing water and chlorine at **50 -100 parts per million (ppm)**. Approximately ½ tablespoon of bleach to 1-gallon water. Test the 3<sup>rd</sup> basin with chlorine test strips. Test strips can be purchased from a restaurant supplier listed in the phone book under “Restaurant Equipment and Supplies.” The test strip should read between 50–100 ppm. If the test strip reads 0 ppm, the sanitizer is too low and is not effective. If the test strip reads 200 ppm, the sanitizer is too high and is considered toxic.
- **All basins shall be labeled WASH, RINSE, SANITIZE.** Remember to change the water frequently throughout the event. Clean, five gallon buckets may be substituted provided that an adequate potable water supply is available and water is changed frequently. Buckets must not have been previously used for chemical or cleaning compounds. Use Sanitizing Solution in a spray bottle for tables, sinks and equipment that is too large to fit in the three-bay sink.

## **Premises**

**WATER SUPPLY:** An adequate supply of potable water shall be on site and must be obtained from an approved source. Garden hoses are prohibited.

**SEWAGE DISPOSAL:** All liquid waste shall be disposed of in an approved manner that will not create a health hazard or a public nuisance. Wastewater may not be dumped into storm drains.

**TOILET FACILITIES:** Approved toilet facilities that are conveniently located 500 feet from the food preparation area shall be provided.

**LIGHTING:** Adequate lighting by natural or artificial means is to be provided. Bulbs shall be non-breakable or shielded.

**GARBAGE DISPOSAL:** Adequate trash receptacles are to be at each booth with covers or other means to control insects, pests and windblown trash. Provisions must be made for trash disposal during the event.

**OVERHEAD PROTECTION:** All out door booths shall have overhead protection so constructed to minimize the entrance of flies, dust and insects.

**TEMPORARY LICENSE POSTED:** The license holder of the temporary event shall keep the license posted in a conspicuous place at the event or within the food booth.

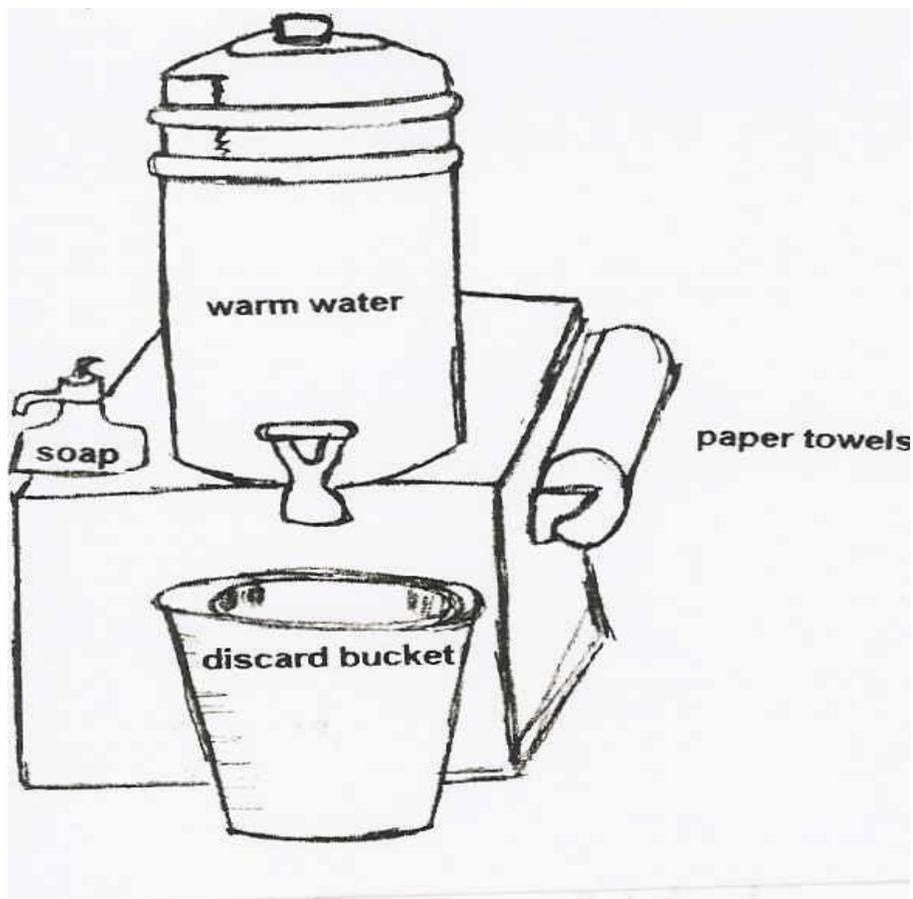
## **Questions?**

If you have questions or need clarification on any part of this guide, please contact the Brookfield Health Department at (203) 775-7315.

## Handwashing Set-Up Station

A hand washing station must include:

- Potable warm water
- Liquid soap in a dispenser
- Paper towels
- Container for waste water



The water container must be clean and have a valve or spigot that remains open to allow for adequate hand washing.

## Checklist for Temporary Event Operators

- Bi-Metallic Thermometer or Thermocouple
- Handwashing Station (see diagram)
- Sanitizing Solution (see page 10)
- Water from an Approved Source
- All food (including ice) from an approved source. No home made/canned foods.
- Clean Wiping Cloths.
- Container or spray bottle for sanitizer.
- Facility free from rodents and insects.
- Adequate Number of Waste Receptacles.
- Utensil/Equipment Washing Station (labeled).
  - Wash
  - Rinse
  - Sanitize
- Adequate hot hold and cold hold units.
  - Coolers, refrigeration
  - Chafing dishes with sternos, oven
  - Steam tables
- Adequate supply of utensils, cutting boards and equipment based on proposed menu and anticipated attendance.
- Volunteer Sign Up.
  - Persons who are ill cannot work in the food booth
- Effective Hair Restraints.
- Check temperatures of food being held cold (45°F or above).
- Check temperatures of food being held hot (140°F or above).
- Food being reheated to 165°F.
- Storage Containers (off the ground at least 12inches).
  - Separate storage for toxic chemicals
- Overhead protection (approved by Building and Fire Marshal's office if applicable).
- Temporary Food Event License Posted.

