

Guidelines for Fundraisers

Food Sources

- All foods must be from an approved source. **Home canned and home prepared foods are NOT allowed.** All foods must be prepared and stored in an approved facility.
- Water shall be from an approved source.
- Ice shall be from an approved source and stored separate from the food.

Thermometers

- A calibrated metal-stem thermometer with a range of 0-220°F must be used for checking hot and cold temperatures.

Cold Holding

- Potentially hazardous foods must be stored at 41° F or less at all times.
- All potentially hazardous foods shall be stored in mechanical refrigeration unless otherwise approved.

Cooking

All parts of cooked, potentially hazardous foods must reach internal temperatures as outlined below:

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| • Poultry, poultry stuffing, stuffed meats | 165°F |
| • Ground, fabricated or restructured meats | 155°F |
| • Pork or any food containing pork | 145°F |
| • Seafood and other potentially hazardous foods | 145°F |

Hot Holding

- Only approved equipment shall be used for hot holding (i.e., Nesco roasters, pizza ovens, steam tables, or ANSI-approved hot holding equipment.)
- Potentially hazardous foods must be stored at temperatures of 135°F or above during hot holding.

Leftovers

- Must be discarded at the end of the day, no exceptions.

Thawing

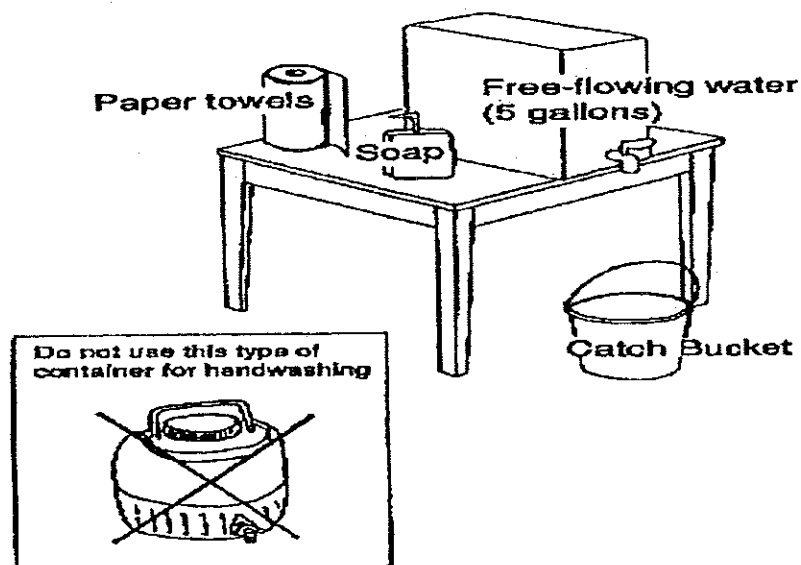
Foods must be thawed using one of the following methods:

- In refrigeration units
- Under cold running water
- In the microwave as part of the continuous cooking process

Handwashing Facilities

- Free flowing warm water (85-110°F) must be supplied for handwashing. Provide water from a container with a turn valve handle (see diagram). Button type controls are not allowed.
- Hand soap and paper towels must be provided at the handwash stations.
- Chemical hand sanitizers do not replace handwash stations.
- Food handlers must wear clean clothes and hair restraints.
- Personnel cannot smoke or eat while inside the food stand.

Correct Handwashing Set-up



Sanitizing Procedures

- A sanitizing solution must be available at all times during food preparation and food service. Bleach is the most common sanitizer used and the recommended concentration is:

1 capful of liquid bleach + 1 gallon of water = 100 ppm

- Do not add soap or detergent to the water.
- Wiping cloths must be stored in the sanitizing solution when not in **use**. Be sure to wipe all surfaces with the sanitizing solution after working with raw meats.

Dishwashing Procedures

- If utensils are to be washed onsite, dishwashing shall be set-up in 3 dish tubs:
 1. Wash in hot water and detergent
 2. Rinse in clear water
 3. Sanitize rinse – 100 ppm Bleach
 4. Air dry

Employee Illness

- Ill food handlers are one of the leading causes of foodborne illness.
- Food handlers that are experiencing or recently had symptoms such as diarrhea, nausea, vomiting and fever must not be allowed to work.
- Contact the Health Department with any questions regarding employee illness.

Set-Up and Food Protection

- Provide pallets, boxes or shelves so all food, utensils, and single service items can be stored at least 6 inches off of the ground.
- Cover all foods to protect them from contamination. Provide sneeze guard/food shields.
- No customer self-service is allowed except for condiments in dispensers (i.e. ketchup, mustard, relish, etc.) or pre-packaged food.

- Chemicals such as bleach must be stored away from food storage, preparation and service areas.
- Outdoor food services shall be covered by a canopy or tent.
- **Food preparation such as chopping, slicing and mixing must be done in a commercial kitchen.**
- If required by the Health Department, food preparation activities on-site shall occur in a screened enclosure.
- Cooking areas shall be inaccessible to the public. Grill areas shall be roped or effectively blocked off.
- Area shall be clean and litter free. Provide adequate trash containers.
- Waste water must be disposed of in an approved manner (**not in the storm sewer or on the ground**).

Adequate Hot and Cold Holding Facilities

- Plan your menu around the available hot and cold holding facilities. Make sure that there are enough electricity/outlets for the equipment you have.
- All potentially hazardous cold foods shall be stored in mechanical refrigeration unless otherwise approved.
- **ANY POTENTIALLY HAZARDOUS FOOD HELD AT IMPROPER TEMPERATURES MUST BE DISCARDED.**

Checklist

- Sufficient power supply for hot and cold holding.
- Temporary handwashing facilities (soap, paper towels, warm running water and catch bucket).
- Adequate hot and cold holding facilities with sufficient power supply.
- Single-use, non-latex gloves.
- Food and Ice purchased from a commercial source.
- Overhead protection canopy / Screened area if required.
- Stem thermometer with range of 0-220°F.
- Grill areas are roped off.
- Sanitizer or sanitizing solution.
- Dishwashing facilities if necessary.
- Hairnets, caps, or other hair restraints are required for food handlers.
- Proper utensils and equipment (with spares).
- Food storage is off of the ground.
- Single service utensils and condiments properly dispensed by employee or pre-wrapped.
- School fundraisers are exempt from the Temporary Food Permit if individual groups hold 3 or less fundraisers per year.

NOTE: YOU WILL NOT BE ALLOWED TO OPERATE YOUR TEMPORARY FOOD STAND IF YOU ARE UNABLE TO MEET MINIMUM REQUIREMENTS.