



Temporary Food Facility (Food Booth) Setup Training



Department of Resource Management
Environmental Health Services Division

675 Texas Street, Suite 5500, Fairfield, CA 94533

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GOAL

The goal of this training is to assist the operator in proper set up of a “temporary food facility”, or food booth, to ensure food preparation is occurring in a manner that is protective of public health.

All for-profit and non-profit individuals or groups serving food at community events that are open to the public need to obtain a permit from the Solano County Environmental Health Services Division.

If the event is advertised via flyers, banners, newspaper articles, or by other means, it is typically considered a public community event.

Exemption: for-profit entities are exempt from permit requirements if the following is true:

- Operate at an event occurring no more than 3 days in 90 day period for the sole benefit of the non-profit association, and
- Receives no monetary benefit (proceeds donated to non-profit association).

However, it is highly recommended that exempted for-profit entities comply with all safe food handling and food booth set up requirements in order to ensure public health protection.

The setup requirements in this training are consistent with requirements contained in the California Health and Safety Code, which were developed through a statewide collaborative process between retail food businesses and food safety professionals in order to protect public health and assure the public that food is safe to eat.

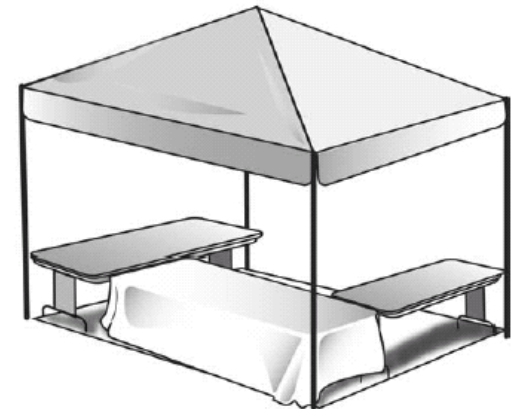
Contact Information

- You may contact the Environmental Health Services Division to discuss specific requirements for the type of food service you propose.
- Our offices are located at 675 Texas Street, Suite 5500, Fairfield, CA 94533, or you may call 707-784-6765.
- The division has assigned staff to assist temporary food facility operators and expedite the permitting process based on the location of the community event. These staff are:
 - Jeff Boggs –Vacaville or Dixon area
 - Dave Weiss –Fairfield, Suisun, or Rio Vista area
 - Joyce Benefield- Vallejo or Benicia area

Flooring and “Roof”

All food booths require a cleanable floor material and overhead protection.

- Required even if all food is prepackaged.
- Cleanable floor includes tarp, concrete, asphalt or tight wood, plywood, tarp, rubber mats or other materials approved by the Environmental Health Services Division. It may be necessary to provide approved flooring on grass, dirt, or on uneven hard surfaces, such as some brick or stone.
- Overhead protection:
 - Can be a canopy





ENCLOSURE



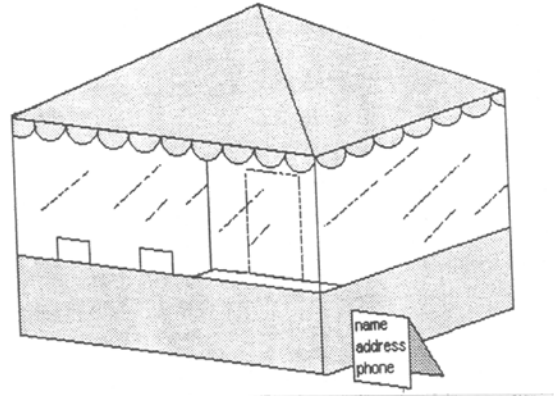
A food booth where food is unpackaged, or where food preparation is occurring, must be fully enclosed.

A fully-enclosed food booth has screened or solid sides in addition to a cleanable floor material and overhead canopy.

- Screening must be at least 16 mesh/square inch to prevent fly entrance.
- Doors and food service openings need to seal tightly. Food service opening should not exceed 18" x 12".



Enclosure (continued)



All equipment must be within the food booth.

All food items must be protected within the food booth.

Open food must be handled and prepared inside the enclosed booth.

Enclosure (continued)

Exceptions

Exception 1: A food compartment can be used instead of a fully-enclosed booth if only limited food preparation is being performed. (Examples: Hot dogs, popcorn, churros, espresso drinks, sno-cones, wrapped tamales, etc.). The food compartment must protect the food or beverage during storage and food preparation activities.

Exception 2: Bulk beverage dispensing equipment can be outside if used in association with a food booth.

Enclosure (continued)

Exceptions

Exception 3: Outdoor cooking equipment, such as outdoor BBQ's and grills, are to be used outside of the fully enclosed food booth.

Exception 4: The local fire agency may require certain indoor cooking equipment to be placed outside of the food booth enclosure for fire protection purposes. This may include cooking equipment that has open flames or uses cooking oils, including:

Open flame BBQ

Deep fryer

Covered pot on top of open flame burner

Equipment that may be allowed outside fully-enclosed booth under overhead protection includes:

Flat grill

Wok

Enclosure (continued)

- Only cooking is allowed outside of the enclosed food booth. No hot holding, storage or food preparation (other than cooking) is allowed outside the enclosed booth. Cooked food must be brought back into the enclosed food booth after cooking for any additional food preparation activity.
- Food operations that have adjoining BBQ facilities and/or cooking equipment set up outside the enclosed booth should have a pass-through window to allow for foods to be brought inside the booth.
- All approved equipment outside of the booth must be sectioned off from the public by using ropes or other approved methods (e.g. caution tape) to prevent contamination of the food and injury to the public.

PERISHABLE FOOD HOLDING

Sufficient cold and hot holding equipment must be provided to keep the food items cold (at or below 41°F) or hot (at or above 135°F). Exception- while operating, perishable food may be held at or below 45°F for up to 12 hours, provided it is discarded at end of the day.

A metal stem thermometer is required to check the temperature of the food and ensure it is being maintained at proper holding temperatures. Thermometers must be capable of measuring 0-220°F in two degree increments.





PERISHABLE FOOD HOLDING



Sufficient hot holding equipment to keep perishable food items hot (at or above 135°F) include:

Steam table, chafing dishes with sternos, heat lamps, hot holding units, and similar devices that will maintain food at or above 135 °F.

Do not use this equipment to reheat food items. Reheating must be done on a stove, grill, or microwave so food can reach 165°F internally.

All food hot held during the day must be discarded at the end of the operating day. Do not cool and reheat.

PERISHABLE FOOD HOLDING

Sufficient cold holding equipment to keep the perishable food items cold include:

Refrigerator, freezer, or ice chests with a sufficient amount of ice to surround the food. If ice chest is used, ice must be maintained to surround the food throughout the event.

Perishable food maintained at a temperature of 41°F or below may be used the next day if stored overnight in mechanical commercial grade refrigerator. Food held at or below 45°F must be discarded.



HANDWASHING

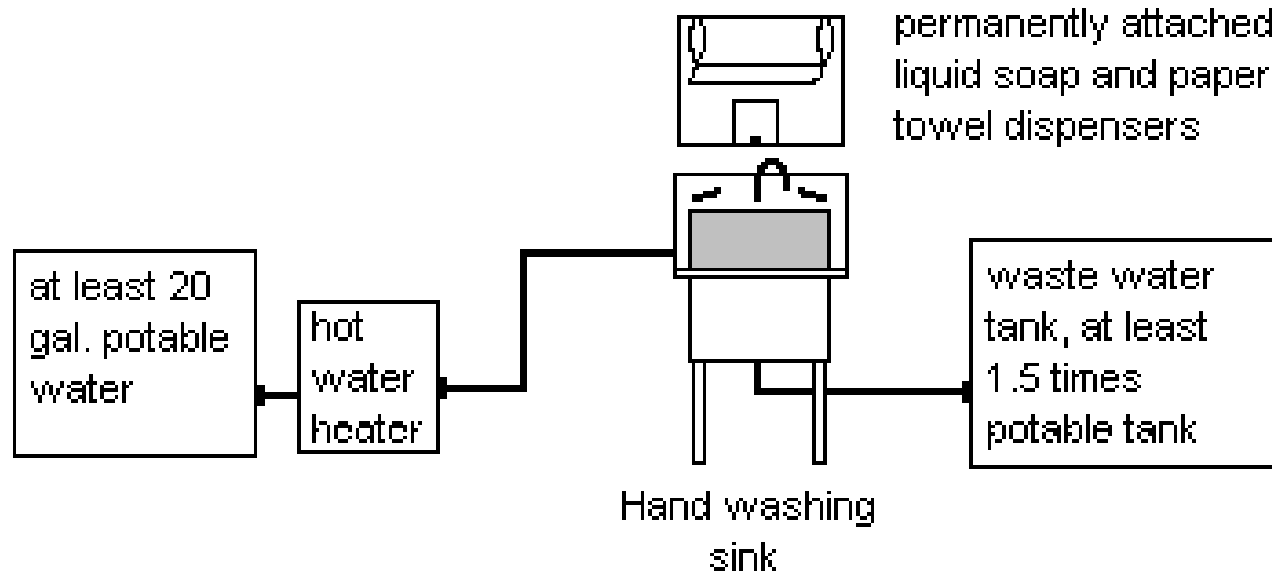
Hand washing facilities are required in all food booths with open food or where food preparation is occurring. Hand washing facilities must be located inside the booth.

If the event is 4 or more days, a sink with hot and cold water must be provided.

If the event is 3 days or less, “alternate handwashing” equipment can be used within the booth.

HANDWASHING

Example of hand washing sink for event lasting 4 or more days.



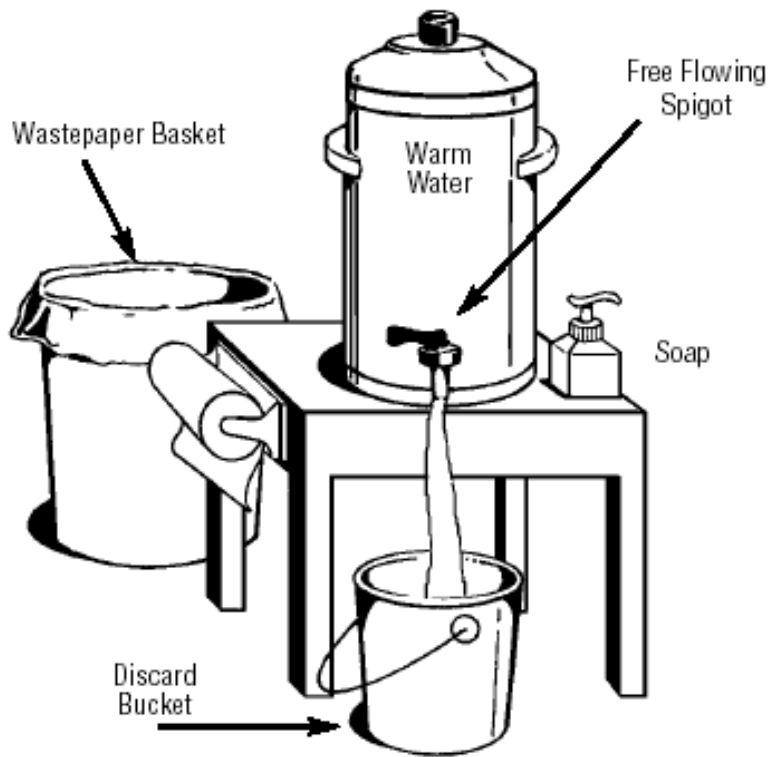
ALTERNATE HANDWASHING EQUIPMENT

Supplies you will need for alternate handwashing include:

- 5-gallon water container with a dispensing valve. When the dispensing valve is turned on, your hands will be free for washing.
- Pump type soap dispenser - No bar soap allowed.
- Paper towels for drying hands.
- A waste water container to catch the water from hand washing so that no water will be on the floor of your booth to create a nuisance.
- A waste paper container to discard used paper towels.

ALTERNATE HANDWASHING

For events lasting 3 days or less.



Warewashing (utensil washing)

All booths in which food is prepared, dispensed, wrapped, and/or served must have facilities for washing utensils, cleaning equipment, and for general purpose cleaning. The type of utensil washing facilities required depends on the length of the event:

If the event lasts four or more days, than a three compartment stainless steel utensil sink with dual integral drainboards is required.

Up to 4 food booths may share one common utensil washing sink provided by event organizer if it is centrally located. The utensil sink will need to be within its own enclosure that is adjacent to the food booths sharing it. Check with the event organizer to determine if shared utensil sink provided.

Warewashing (utensil washing)

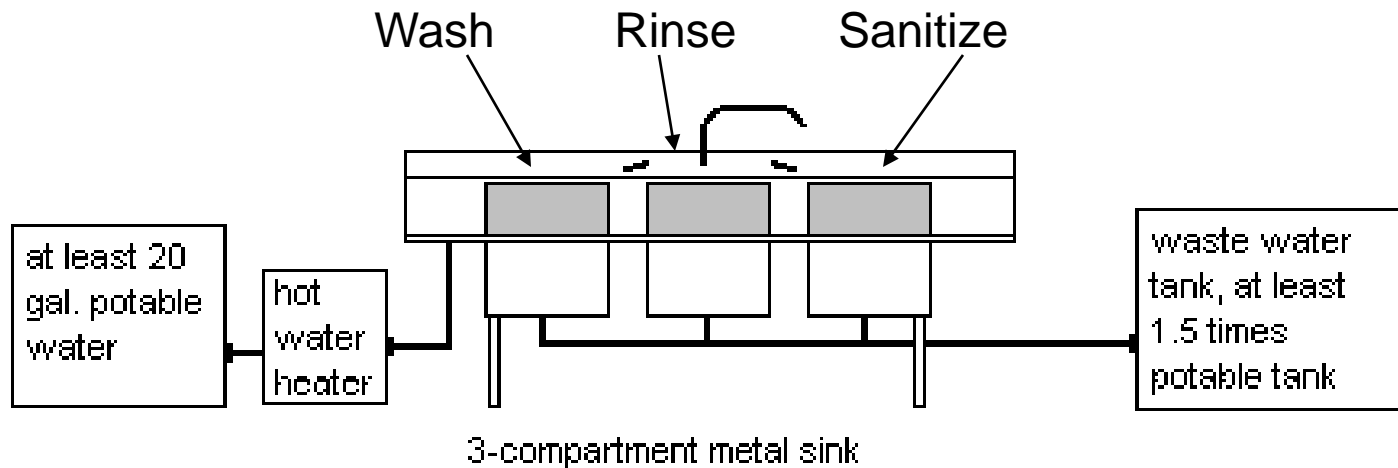
Compartments must be large enough to fit the largest utensil to be washed.

Sanitizer and a sanitizer test kit (example: chlorine test strips) must be available and be used.

Bleach in water sanitizer must consist of at least 100 ppm chlorine (approximately 1 tablespoon of liquid bleach per gallon of water). Soak for at least 30 seconds then air dry. Alternate sanitizers may be used as approved by Environmental Health Services Division.

Warewashing (utensil washing)

Example of three compartment stainless steel utensil sink set up required for events that are 4 or more days.



Alternate Warewashing (utensil washing)

If event is 3 days or less, supplies you will need include:

- Sanitizer**
- Dishwashing detergent**
- Paper towels**
- Three 5-gallon (minimum) containers of water large enough to fit largest utensil.**

One container should contain soapy water for washing.

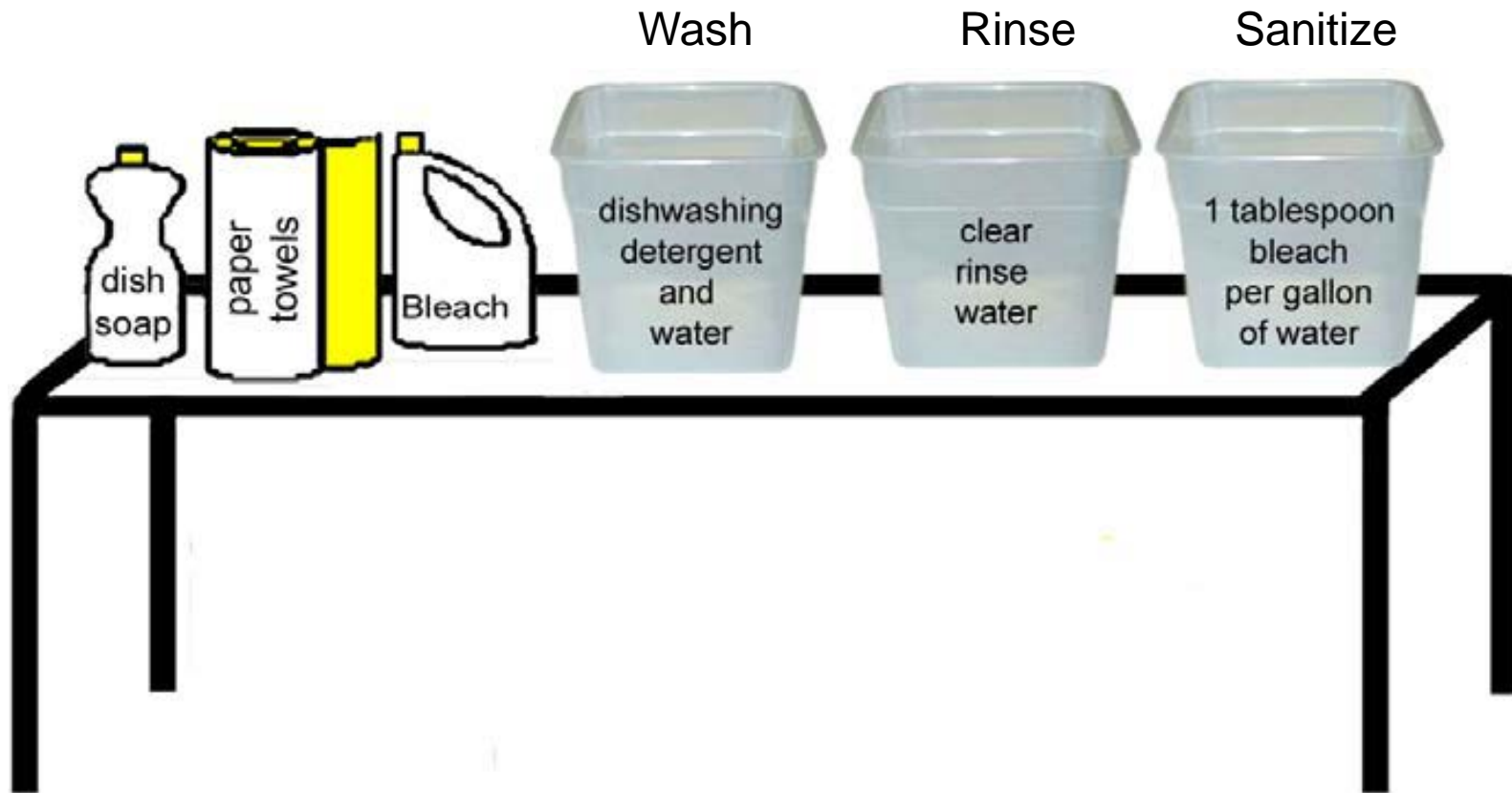
One container should contain fresh clean water for rinsing.

One container should contain a sanitizer & water solution for sanitizing.

Water and containers should be kept clean at all times.

Warewashing (utensil washing)

Example of Alternate warewashing set-up



Warewashing (utensil washing)

The Environmental Health Services Division may waive the requirement for utensil washing facilities for food booths under the following conditions:

- Event is of short duration (1/2 day or less), and
- Only limited food preparation or service is being performed, and
- Only disposable utensils and surfaces (paper plates for cutting) are being used, or an adequate supply of clean utensils are provided such that no utensil washing will be necessary.

EQUIPMENT CONSTRUCTION

- Equipment and food contact surfaces shall be durable and readily cleanable.



FOOD AND UTENSIL STORAGE

- All food and utensils shall be stored at least 6 inches off the floor.



FOOD AND UTENSIL STORAGE

- Unopened (factory-sealed) containers of non-potentially hazardous food may be stored outside or adjacent to the booth provided they are protected from contamination, access by public and under an overhead covering.

LIGHTING

If operating after dusk, lighting is required. Lights need to be protected by a shatterproof shield. This is typically done by securing lights to the overhead frame of the canopy and having a metal shield around the light.

IDENTIFICATION

A sign containing the following information is required on the outside of the food booth:

- business name - 3” min letter height**
- city, state, ZIP code – 1” min letter height**
- name of the operator – 1” min letter height**

The information needs to be legible and clearly visible to patrons and shall be of a color contrasting with the surface on which it is posted.





GENERAL SANITATION



Toilet Facilities - At least one toilet facility for each 15 employees shall be provided within 200 feet of each food booth. Each toilet facility shall be provided with hand washing facilities. Hand washing cleanser and single-use sanitary towels shall be provided.

Janitorial - Adequate janitorial facilities shall be provided for the cleaning of the food booths.

Garbage and Refuse -Garbage and refuse must be stored in leak proof and fly proof containers and serviced as needed. (Plastic garbage bags are recommended in each garbage container).

There are many different methods to setup your food booth depending upon the specific type of food service you are going to provide. This training is provides general guidance and may not address your specific food service method. You are encouraged to contact the Environmental Health Services Division to discuss the specifics of your food service to determine the setup requirements necessary to protect public health.

Together, we can make the community event enjoyable and memorable for the public.