

## FOOD BOOTH REQUIREMENTS AND PROCEDURES

### GENERAL REQUIREMENTS

A Health Permit to Operate is required prior to selling or giving away food from any temporary food facility. The Permit must be posted while open for business.

**\*Application for a Health Permit must be received at least two weeks prior to the event to allow timely processing of the application.**

### STRUCTURAL STANDARDS

1. Food booths must be entirely enclosed with four (4) complete sides and a roof of 16 mesh screening. The only openings allowed are entrances and service openings. Entrances and food service openings shall be equipped with tight fitting closures to minimize the entry of insects. The service openings are limited to 216 square inches. There shall be overhead protection over all food preparation, storage and warewashing areas.
2. Operations which sell pre-packaged foods that are prepared in an approved kitchen (i.e. restaurant, delicatessen, etc.) or by a manufacturer shall not be required to have complete booth enclosures.
3. Construction materials such as plywood, canvas and/or 16-mesh fireproof screening, can be used. Check with the local Fire Department for approved construction materials. Floor surfaces must consist of one of the following materials: concrete, asphalt, tight wood, or other similar cleanable material kept in good repair.
4. Counters, shelves, and preparation tables shall be made of non-toxic materials that are smooth and easily cleanable. Food preparation tables shall be located away from serving counters. Food displayed on front counter must be protected with appropriate covers or sneeze guard.
5. Food booths must be completed before they are supplied with food.
6. Toilet facilities shall be provided convenient to employees (Maximum distance is 200 feet from the booth).
7. Food booth must be identified by the facility name, city, state, zip code, and operator's name. The facility name shall have a minimum of 3" lettering. The city, state, zip code and operator's name must have a minimum of 1" lettering. Both shall have letters of a contrasting color to the surface on which it is posted.

### OPERATIONAL STANDARDS:

1. All food handling and preparation shall take place either in the food booth or at an approved food facility (permitted restaurant, delicatessen, etc.). **FOOD STORED OR PREPARED AT HOME IS PROHIBITED.** Out of county facilities must be pre-approved.  
  
EXCEPTION: Open-air barbecuing is allowed with the following conditions: a) if on the same premises and in reasonable proximity to food booth; b) The open-air barbecue must be located in an area reasonably protected from dust, as determined by Environmental Health; c) No other food may be prepared or stored on the barbecue except for food cooked wholly on the barbecue.
2. All cooking (except "Barbecuing" and "Deep fat frying") must be done inside the food booth. Special attention is necessary for ventilation and fire protection. Check with your local Fire Department for any additional Food Booth cooking and Fuel restrictions.
3. All food service is to be single-service (i.e. paper plates, cups, plastic eating utensils - disposables).
4. Mechanical refrigeration IS required unless alternative methods have been approved. Ice used for refrigerating non-perishable foods and beverages must be kept in separate bins or containers. Perishable foods shall be kept at 45° F or less or kept heated to 135°F or higher **FOOD IN TRANSIT MUST ALSO BE KEPT AT 45° F OR LESS.** Ice used for refrigerating goods cannot be used for consumption. Provide a probe thermometer.
5. All food and food containers (including ice) shall be stored a minimum of 6 inches off the ground on shelving or pallets located within the food booth.
6. Open condiment containers are prohibited (relish, catsup, mustard, etc.). Condiments must be pre-packaged, in squeeze bottles, in containers fitted with plungers, or dispensed by other methods approved by Environmental Health.

[OVER]

7. All drink dispensing units must drain into catch containers. Liquid waste must go into a holding tank or to an approved sewage disposal system and not discharged onto ground.
8. Utensil - Washing Facilities: Booths with food preparation require three 5 gallon labeled containers for the cleaning of equipment, utensils, and for general cleaning purposes. The buckets shall contain soapy water, clean water and a bleach/water solution (use 1 tablespoon of bleach per gallon of water).  
  
Hand-Washing Facilities: Provide a 5 gallon water container with a dispenser valve that is capable of providing a continuous stream of water from an **approved source** that leaves both hands free for to allow vigorous rubbing with soap and **warm water** for 10 to 15 seconds. Hand washing facilities shall be equipped with cleanser and single-use paper towels. A catch basin shall be provided to collect wastewater. Wastewater must be properly disposed into a sanitary sewer or other approved wastewater disposal system.
9. Provide leakproof and flyproof refuse containers for each booth and keep the booth area free of garbage and litter. Arrangements for clean up and final disposal of all solid waste must be approved by Environmental Health.
10. Clean clothing shall be worn by those preparing and serving food. Aprons are recommended.
11. Smoking is prohibited in food booths.
12. Remove all perishable food items after daily operation. Food must be stored at the approved food facility unless approved mechanical refrigeration is provided on site.

**EASY STEPS FOR HEALTHY FOOD SERVICE**

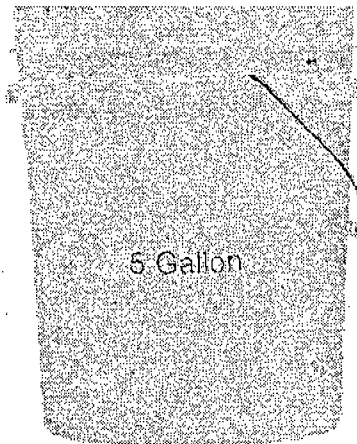
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<b>WASH YOUR HANDS</b>	Thoroughly wash your hands with warm water and soap before beginning work and after each break.
<b>KEEP COLD FOODS BELOW 45°F</b>	Check refrigeration temperatures regularly and store all perishable foods under refrigeration.
<b>KEEP HOT FOODS ABOVE 135°F</b>	Check temperature of foods in steam tables and hot displays regularly.
<b>DO NOT WORK IF YOU ARE ILL</b>	Report illness to your supervisor and stay away from food handling activities.
<b>MINIMIZE HAND/FOOD CONTACT</b>	Use utensils, single service paper, or disposable gloves for food handling, whenever possible.
<b>NO SMOKING</b>	No smoking in work areas. After smoking, wash your hands before returning to work.
<b>KEEP SERVICE OPENINGS SCREENED</b>	Minimize the number of flies by keeping openings screened and doors closed at all times.
<b>WEAR CLEAN CLOTHING</b>	Wear clean uniforms including aprons and garments. Store coats, etc. away from food areas.
<b>WEAR A HAIR RESTRAINT</b>	Confine your hair to prevent contamination of food and utensils.
<b>CLEAN ALL WORK AREAS</b>	Remember: "If you have time to lean, you have time to clean!"

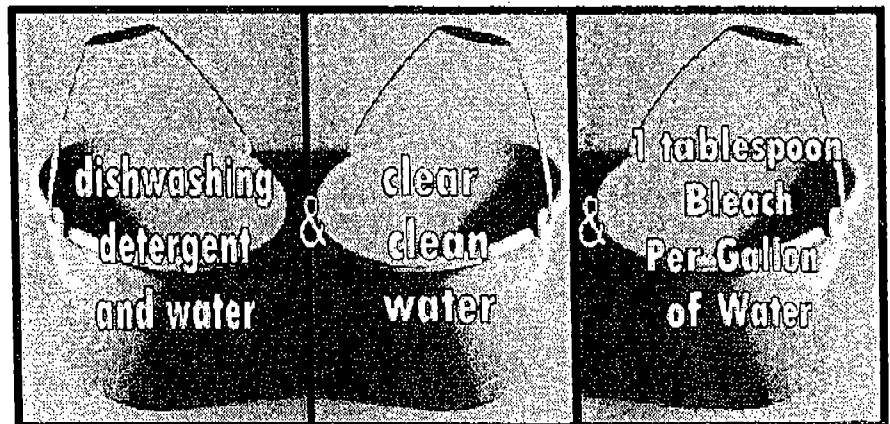
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\*This is a partial listing of the requirements for a Temporary Food Facility (food booth).

**Hand-Washing Facilities** – Provide a five (5) gallon water container capable of providing a continuous stream of water at a temperature of 100°F with a dispensing valve to leave hands free for washing, a waste-water container, soap dispenser, and paper towels for hand washing within the food booth.



**Utensil-Washing Facilities** – Booths with food preparation require three 5-gallon containers for the cleaning of equipment, utensils, and for general cleaning purposes. The buckets shall contain soapy water, clean water, and a bleach/water solution.



**Note:** Additional facilities, such as a sink with running water, may be required where there is extensive food preparation, or where water, power, and sewer connections are available.



The following is an approved sample booth design. Any other proposed design for a booth shall be reviewed and approved by the Health Department prior to construction.

