

## ***PLANNING A SAFE TEMPORARY FOOD SERVICE EVENT***

When your church or organization plans an event that involves the preparation and service of food to the public, use the following guidelines to help prevent a food related illness:

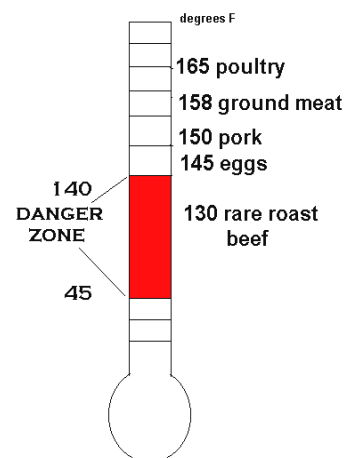
- 1) Food must be prepared in a health department approved kitchen or at the event.
- 2) Prohibit ill food workers from working with food.
- 3) Use food grade gloves, utensils, deli wrap etc. to eliminate bare hand contact with foods. Change gloves when changing tasks. **Wash hands often and for 20 seconds.**
- 4) Plan meals so that all foods are kept **at or below 45°F** or **at or above 140°F** throughout service of the meal.



Range 0 °F to 220 °F

- 5) **Use a bi-metal probe thermometer** to measure food temperatures. ***Don't Guess.***

- 6) At the event, cook meats, poultry, dressings, gravies, eggs and casseroles to a safe internal temperature. (See diagram at right)



- 7) Coolers and ice storage must keep foods at a minimum temperature of **45°F**. Cold storage units should contain accurate thermometers.
- 8) Do not mix quantities of eggs for French-toast, scrambled eggs, etc. Mix and cook these items to individual order.
- 9) Water used to prepare food must be from an approved, safe source, such as municipal water. Call the Health Department for information if using private water source.
- 10) Wipe surfaces (cutting boards, counters, preparation areas etc.) that have been in contact with food. Use a bleach solution **before** placing any other food on the surface.
- 11) Treat ice as food. Use proper food scoops with handles or use gloved hands. Store ice in a self-draining, clean, and sanitized container.
- 12) Use sterno **indoors only**. Be sure to have adequate number of sternos under all food holding containers. Check food temperatures often.
- 13) Store foods to protect them from contamination.
- 14) Provide hand-washing station with soap and single use towels.

For further information or guidance in the preparation and service of food, contact the Tompkins County Health Department at (607) 274-6688, Monday through Friday, 8:30 a.m. to 4:30 p.m.

## TEMPORARY FOOD SERVICE CHECKLIST

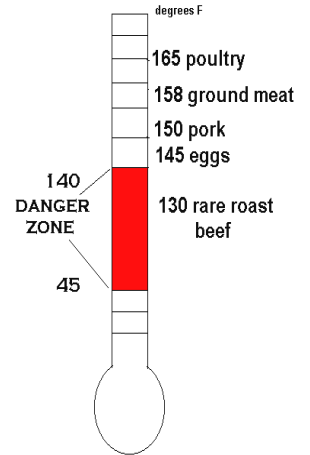
The checklist below is as a guide to use during your event to help prevent a food related illness. Be prepared for questions by the inspector during your event. Have a responsible and knowledgeable person in food safety present.

**All foods must be prepared on site at the event or in a permitted kitchen.**  
**No home-prepared food is allowed**

### Critical Items:

**KEEP ALL FOODS AT OR BELOW 45°F OR AT OR ABOVE 140°F**

- 1) \_\_\_ Cook poultry to 165°F, pork to 150°F, ground beef to 158°F, rare steak or roast beef to 130°F, and eggs to 145°F. Cook all other foods to a least 140°F
- 2) \_\_\_ Hold all hot foods at 140°F or above and hold all cold foods at 45°F or below
- 3) \_\_\_ Discard foods out of temperature
- 4) \_\_\_ Use accurate bi-metal probe thermometer (range from 0 - 220°F) to check all cold holding, cooking, and hot holding temperatures
- 5) \_\_\_ Prohibit ill food workers from working with food
- 6) \_\_\_ Use gloves or utensils to eliminate bare hand contact with all foods
- 7) \_\_\_ Wash hands often and for **20 seconds** (after smoking, touching face or hair, touching dirty aprons, touching uncooked foods, after taking away trash/garbage, after eating and after using bathroom, and before putting on gloves)



### Sanitation and Maintenance:

- 8) \_\_\_ Provide ice scoop with handle to serve ice in drinks
- 9) \_\_\_ Use refrigerator or drained coolers with ice for cold storage at event. Ice used for cold storage should not be used in drinks.
- 10) \_\_\_ Properly use Sterno or chafing dishes when hot holding food. Sterno may not properly hot hold food and even the slightest breeze can extinguish the flame. Call for more information.
- 11) \_\_\_ Hand washing facilities on site (hot water, soap, disposable paper towels) (See diagram at right)
- 12) \_\_\_ Dishwashing facilities on site – wash, rinse, sanitize, air dry
- 13) \_\_\_ All foods stored 6 inches off floor or ground
- 14) \_\_\_ Solution of bleach and water on site to sanitize food contact surfaces

**Suggested hand washing /dish washing set up.**

