



Kendall County Health Department, Environmental Health Unit
811 West John Street, Yorkville, IL 60560
(630) 553-9100 ext. 8026

TEMPORARY FOOD SERVICE GUIDELINES

These guidelines have been established to help ensure that the food you provide is safe for public consumption. **You must focus on eliminating those factors which most often contribute to foodborne illness: (1) improper holding temperatures, (2) inadequate cooking, (3) poor personal hygiene, (4) contaminated equipment, and (5) food from unsafe sources.** Temporary food service operations have limited capabilities, so we encourage you to keep your menu simple.

Safe Holding and Cooking Temperatures

- Hot food must be held at 135°F or higher once cooked to the appropriate temperature; do not serve raw or undercooked meat because harmful bacteria may be present.
- Foods that were cooked and cooled in a licensed food service establishment must be reheated to 165°F. **It is prohibited to cool foods at a temporary event.**
- During transportation, proper food temperatures must be maintained. Hot food must arrive at the event at 135°F or higher; cold food must arrive at 41°F or lower.
- **Use a calibrated, metal stemmed food thermometer to ensure proper temperatures.** A calibrated thermometer will read 32°F in a cup of ice with water in it.
- Thermometers must be provided in all refrigeration units. Check equipment temperatures every 2 hours.
- Keep all cold foods in conveniently located refrigeration units at 41°F or lower. Do not put food into a refrigeration unit that is not maintaining an air temperature of 39°F or lower. Adequate power must be available to ensure the proper functioning of mechanical refrigeration equipment.
- Provisions for back-up refrigeration need to be made in case of frequent or prolonged power failures. Surrounding a packaged food product in ice will also maintain it at the proper temperature; simply placing the food on top of ice will not.
- Insulated coolers are permitted for short-term storage (4 hrs or less) provided refrigeration is available to handle bulk (long-term) storage and an adequate supply of ice is available and used.
- All marinating foods must be marinated under refrigeration temperatures of 41°F or less. Set aside a portion of the marinade before adding meat if you intend to use the marinade as a dip or a basting sauce.
- If frozen foods are thawed at the event, only use the 3 techniques listed below:
 - In the refrigerator
 - In a microwave, or
 - Start the cooking process while the food is frozen

Proper Cooking Temperatures:

- Poultry- 165°F
- Ground beef- 155°F
- Beef/steak- 145°F
- Pork/sausage- 155°F
- Fish/seafood- 145°F
- Microwaved foods- 165°F throughout + 2 minute hold time

Personal Hygiene

Proper hand washing is your first line of defense against food borne illness. Soiled hands will contaminate food. The germs that cause illness are too small to see. Your hands may look clean; however, there could be millions of bacteria and other germs on them. For this reason, you need to wash your hands frequently. **Hand sanitizer is NOT a substitute for proper handwashing, but may be used after washing hands**

as an extra precaution. Hand washing facilities must be readily available, accessible, and convenient to use. An acceptable hand washing station includes:

1. Water under pressure. If unavailable, a picnic jug with a tap, a coffee urn or a portable camping sink may be filled with warm water and used. The water must be free-flowing when the tap is flipped on- **push and hold type buttons are not acceptable** (see example of an acceptable type at the right).
2. Pump hand soap
3. Paper towels
4. A waste water catch bucket- this water must be disposed of properly, not let to run onto the ground surface.



Hands must be washed prior to handling food and after:

- Using the bathroom
- Touching anything that might contaminate your hands
- Touching your face, hair or body
- Working with raw food
- Sneezing or coughing
- Eating, drinking, or smoking
- Taking out the garbage or cleaning

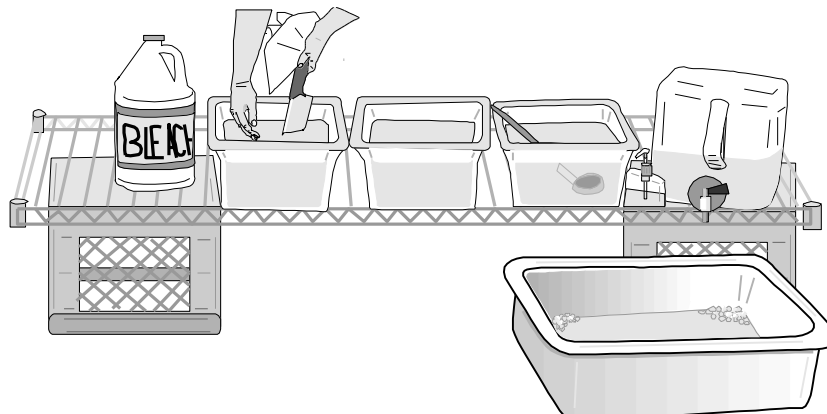
Other personal hygiene issues of concern:

- Smoking is prohibited in the food service areas.
- Persons with cuts, respiratory infections or communicable diseases are prohibited from working with or around food.
- Only food service workers are allowed in food service areas.
- Hair must be restrained by using hats, hair nets, ponytails or other acceptable means of keeping hair out of food and off the face.

Cleaning and Sanitizing

Disposable food service plates, bowls and utensils must be provided for the public. Utensils and dishes used to prepare foods must be cleaned in a 3-step procedure: wash, rinse, and sanitize. All equipment must be washed, rinsed, and sanitized prior to each day's use. Provide 3 containers with enough water to submerge the utensils and dishes being washed. These containers must be set up as follows (and changed as needed):

1. The *first* container is clean soapy water in which to wash utensils.
2. The *second* container is clear water rinse. Unless soap is removed from the utensils, the utensils will not be properly sanitized.
3. The *third* container is sanitizing rinse water. This rinse must have clean water with 50-100 ppm bleach solution in it. You can obtain this concentration by adding 1/2 ounce of regular household bleach to 2 gallons of water. Provide sanitizer test strips so that you can monitor the concentration. All utensils must be air dried. Use of cloth towels for drying utensils may re-contaminate the sanitized surfaces.



Approved Food Sources

- All food must be obtained from commercial sources (local store, restaurant, or distributor). Food must be in sound condition, free from spoilage, filth, and other contamination. **The use of home prepared food is prohibited.**

BAKE SALE EXEMPTION: *The only exception is that non-potentially hazardous baked goods such as cookies, cakes, or fruit pies that do not require refrigeration for food safety may be prepared in non-commercial kitchens and sold, provided the "bake sale" is limited in nature (less than 14 days of operation, a fund raiser for a not-for-profit or charitable organization, not a regular commercial business). Labeling requirements must still be met. Those selling as a fundraiser do not require a temporary permit, but must provide the attached sign at their booth (page 7), indicating that the packaged and labeled baked goods are being sold as a fundraiser for a charitable organization (listing the specific organization), and are not under health department inspection.*

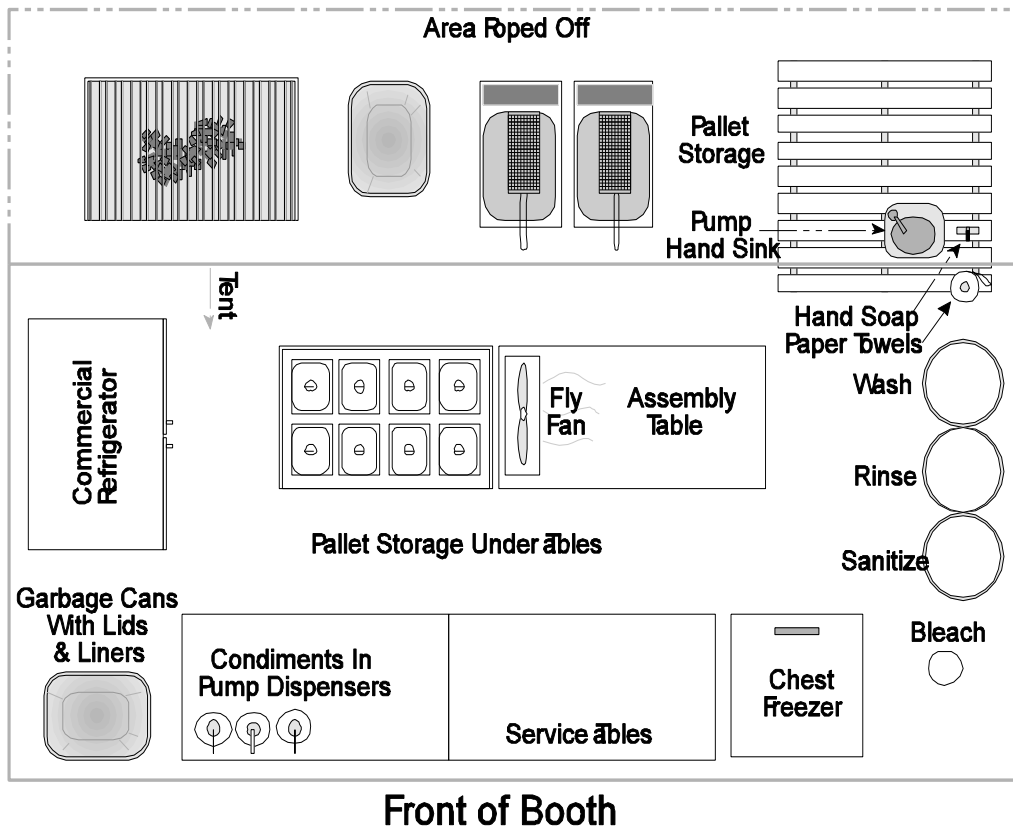
- You are strongly encouraged to do your food preparation at a permitted food service facility prior to the event rather than on-site during the event. You must complete and submit the commissary form (page 6) with your application if using a kitchen other than your own commercial restaurant kitchen.
- Leftovers must be discarded at the end of the day.
- If fresh produce will be prepped onsite, it must be washed at an approved food service facility beforehand or a second dedicated wash station consisting of a spigotted thermos and a catch bucket must be established to serve as a produce wash sink.

Food Protection

- Food must be prepared with the least amount of handling by using proper utensils or single-use gloves. If food is prepared at the event, adequate protection against flies must be provided.
- Food must be prepared on equipment that is easily cleanable, smooth, free of breaks, open seams, cracks, chips, pits and other damage. Wood (with the exception of NSF approved hard maple), galvanized and/or porcelain food contact materials are prohibited.
- All food contact surfaces must be kept clean and sanitized at all times. Sanitizing can be accomplished by wiping these surfaces often with a 50-100 ppm bleach water solution.
- All food must be kept in clean, covered containers except during necessary periods of preparation or service. The containers must be easily cleanable.
- Utensils must be kept in covered containers or completely packaged to protect them from contamination.
- All food must be stored in a way that protects it from cross-contamination. Condiments should be prepackaged or dispensed from pumps or squeeze bottles.
- Fryer oil must be kept protected from dust and insects. Fryers must be fitted with an air-tight lid or seal during extended periods of non-use.
- Containers of food and food related items must be stored at least 6" off the ground and in a manner which protects the food from splash and other contamination.
- Packaged foods and pre-wrapped sandwiches must not be stored in direct contact with ice. Canned or bottled beverages may be stored in direct contact with ice as long as the cooler is drained.
- The use of garbage bags for food storage is prohibited as regular garbage bags may contain toxins that could contaminate foods. Bags used for food storage must be food grade.

Food Stand Construction

- Food service stands should not be located in areas that are subjected to flooding.
- Outdoor stands must have sufficient overhead cover for protection from poor weather conditions. Walls or physical barriers (such as counters or tables) must be provided to protect the food from the customers.
- Coolers should be shaded from the sun to keep them in working order. A glass cooler in the sun will have a very hard time maintaining food at 41°F.
- When cooking and grilling are taking place outside the stand, a sturdy physical barrier must be provided to protect the area. Grills must be located at the rear of the booth.



Insect Control

Measures must be taken to control flies, bees and other insects. Methods may include:

- keeping food covered
- minimizing food preparation at the event
- using fans
- screening the booth
- keeping garbage in lined, washable containers; covers will help keep insects away from your booth. **We strongly recommend foot-pedal operated garbage cans to prevent the contamination of your hands every time you open the lid to dispose of garbage.** Overnight storage of garbage is prohibited.

ATTENTION EVENT COORDINATORS: The following information is provided for event coordinators who supply the vendors with amenities. If your event does not have a coordinator, these areas of concern fall under the responsibilities of the vendor(s).

Water Supply

A sufficient supply of safe water must be available. The source must be properly protected with approved backflow prevention. **Green garden hoses are prohibited for supplying water being used for food or beverage preparation- food/beverage grade hoses are required.**

Waste Disposal

- Commercial dumpsters must be provided and be located away from any food service areas. These containers should be emptied frequently. Overnight storage of garbage is prohibited.
- Separate containers must be provided for the disposal of hot charcoal and grease. Additional containers for recyclables are encouraged.
- The areas around the food stands must be kept clean and free of litter. A sufficient number of garbage cans should be provided for the general public.
- All waste water must be properly disposed of by means of public sewer, private sewage disposal system, or in designated waste water containers. Waste water is not to be dumped on the ground or into storm sewers.

Restrooms and Hand Washing Facilities

Hand washing and toilet facilities (whether permanent or portable) must be available for food service workers as well as the general public. All hand washing stations must be supplied with dispensed soap and paper towels. The use of cloth towels to dry your hands is prohibited.

Toilet facilities must be checked frequently and kept in clean and sanitary condition. A sufficient number of units must be available to adequately handle the anticipated crowds.

Pest Control

- Food stands should be located at least 50 feet from livestock areas, garbage areas and toilet facilities.
- Cutting grass short just before the event may serve to reduce the presence of mosquitoes and other flying insects.
- If desired, pesticides may be applied by a professional, licensed pest control operator prior to the event.

If you need additional information or have any questions, call our office at (630) 553-9100 x 8026.



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Letter of Agreement for Commissary Use

Kendall County Health Department, Environmental Health Unit:

Mr./Mrs. _____ / _____
Print Name Vendor Business Name

has my permission to use the premises of _____ for the
Commissary Business Name

purpose of establishing a commissary for their business. This permission includes the use of the premises for food preparation, food storage, and storage of all food supplies.

Signed: _____ Date: ____/____/____

Please Print:

Commissary Owner: _____

Name of Facility: _____

Address: _____ City: _____

Phone #: _____

***A copy of a commissary inspection report (within the last 6 months) from the local health authority must be attached to this letter of agreement in order to obtain permit approval.**

(name of business or organization vending food)

is selling non-potentially hazardous baked goods as a fundraiser for

(charitable organization)

and the products being sold
**are NOT under Kendall County Health Department
regulation or inspection.**

This fundraising bake sale is only permitted for a period of 14 collective days
(This document must be displayed conspicuously at the point of sale)