

PROCEDURES FOR CONCESSION STAND OPERATORS

PACKET OF MATERIALS:

1. Application for Temporary Food Permit. Please completely fill out the application (front and back). Applications are to be submitted at least two weeks in advance of the event. Applications submitted 7 to 13 days prior to the event have a late fee of \$25.00. Applications received the week of the event have a late fee of double the permit fee. An Inspector will be present to conduct an inspection and issue your Food Permit on the day of your event. If the inspector has to wait beyond the site prep time indicated on the application, there is a \$10.00/15 minute fee. Any stands requiring re-inspection will be charged a \$25.00 re-inspection fee.
2. Signs and pertinent information for your booth are available from your event organizer or at the Winnebago County Health Department. The packet may be picked up or mailed.

THINGS TO BRING ALONG:

1. Three pans or buckets: one with clear water for hand washing, one with bleach water for hand rinsing, and one with bleach water for wiping cloths.
2. Paper towels for drying/wiping hands.
3. A metal stemmed thermometer range 0°F to 220°F to measure food temperatures. Hot foods cooked to 165°F or above, hot foods held at 135°F or above, cold foods held at 41°F or below.
4. Effective hair restraints (hats, hairnets, visors).
5. Single service items for food service to the customers. Extra serving utensils. **Do not wash utensils, pans, etc. at the concession stand.**
6. Adequate number of hot holding devices (i.e.: roasters) to keep hot foods hot. **Do not use “sterno” type warmers at an outdoor event.**
7. Mechanical refrigeration for cold foods.
8. Tables for food prep, food service, and product storage. All foods and single service items must be stored up off of the ground.
9. Adequate garbage and refuse containers.

FOOD SOURCE:

1. Use only commercially packaged ice.
2. **Do not use any home canned foods.** Fresh home grown produce may be used.
3. Use only labeled items. Be careful of ingredients.

4. Hamburger for sandwiches must be purchased in patty form.
5. Cooked potatoes must be served hot (135°F or above). **Do not serve home made potato salad.** Cold potato salad must be commercially prepared.

HANDLING FOOD AND SINGLE SERVICE ITEMS:

1. Store all food and single service items up off of the ground.
2. Keep bare hand contact with food to a minimum. Use utensils, deli tissues, or food service gloves when possible.
3. Cook potentially hazardous foods (meats, dairy products, eggs, cooked vegetables, cooked grains and pasta) to 165°F or above, hold hot at 135°F or above. Keep potentially hazardous cold foods at 41°F or below.
4. Rapidly reheat canned or commercially prepared foods to 165°F.
5. Do not leave food in car trunks, on the ground, or just sitting out.
6. Keep foods covered to protect from cough, sneeze, insects, and debris.
7. Provide condiments in packets or in closed containers (i.e. squeeze bottles).
8. Foods are to be prepared on site or in an approved kitchen. **Foods cannot be prepared in your home kitchen.** You will not be allowed to serve home prepared food.
9. The area for preparing and serving food is to be protected as much as possible (i.e. three-sided tent with a roof, trailer, etc.).
10. Use a limited number of ingredients and limited amount of preparation where possible.
11. **No left over potentially hazardous food may be saved for next day service.**
12. Do not allow unauthorized persons in the concession stand.
13. Designate a manager to be in charge of each shift.

PERSONAL HYGIENE:

1. Wash your hands with soap and water before you begin your work shift.
2. Wash your hands after using the toilet, smoking, eating, drinking, or taking a break.
3. Wear clean clothes and an effective hair restraint.
4. Wear a minimum amount of jewelry. Jewelry is difficult to keep clean.
5. **Do not touch or handle food when:** 1) you have an infected cut, boil, or wound on your hands, arm, face, or neck; 2) you have recently had diarrhea, loose stool, or vomiting.

6. Do not eat, drink, or smoke in the concession stand except in an approved designated break area.

OTHER ITEMS TO CONSIDER:

1. Arrange a workshop for all persons to work in food concessions. Health Department staff is available to conduct workshops and answer questions.
2. Make sure you have the following items before the festival opens: 1) a safe drinking water supply (vacuum breakers for hoses, safe well water); 2) adequate electrical service (electrician on stand-by); 3) adequate waste disposal; 4) three-sided tent with a roof and flooring in the prep and service areas; 5) screened windows and self-closing doors on trailers; 6) mechanical refrigeration and/or refrigerated truck; 7) Spare roasters/equipment in case of malfunction; 8) chemical or conventional toilets.
3. Safe methods to thaw frozen foods (**never thaw at room temperature**): 1) cook the food frozen; 2) thaw under cold running water for less than two hours then cook immediately; 3) thaw in a microwave then cook immediately; 4) thaw in the refrigerator.
4. **For those who have been pre-approved to prepare food in advance**, hot foods must be cooled quickly. Cool from 135°F to 70°F in two hours. Cool from 70°F to 41°F in four hours (total of six hours). Some “quick chill” methods are: 1) Use several refrigerators; 2) never put more than one gallon of food into a container; 3) food should be no deeper than two to three inches in a container; 4) use an ice bath; 5) stir food every fifteen to thirty minutes; 6) omit some water from a recipe and add ice during cooling; cut, chop, or slice large cuts of meat; 7) dip large cuts of meat in an ice bath for several minutes.
5. To protect the public’s health, it is the policy of the Winnebago County Health Department Food Protection Program to destroy potentially hazardous food when it is found between 60°F and 120°F and/or is obviously being mishandled.

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