

Temporary Food Facility Basics

This pocket guideline is designed to help you construct, operate and understand sanitary practices required to ensure the food and beverages and prevent

1. Permits:

You are required to have a health permit to sell or give away foods or beverages to the public.

- Obtain an applications for a Health Permit on City's Website the Health Department Office M-F 8a.m. – 4:30p.m. (See Reverse Side for Location)
- Complete and Submit Application and Permit Fee
- Provide a Copy of your Sales Tax I.D or Non-Profit 501(c) (3) exemption. Permit Fee \$50

Note: Foods or beverages stored or prepared at your home are not allowed.

2. Booth Construction: (See Figure 2)

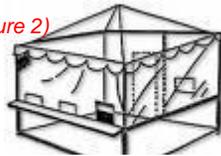
Your food booth should be designed to protect the food and beverage from contamination. The following features are required:

- a. **Overhead Covering** – a tent top, such as an EZ Up.
- b. **Partially Enclosed** – all four sides should be partially enclosed to prevent patron entrance.
- c. **Service Areas** – should be large enough to serve food from a table or counter.
- d. **Ground Cover** – a tarp or wood boards prevents food and beverage supplies from coming into contact with the ground.
- e. **Name** – the name of the food booth (minimum 3 inch letters of contrasting color), out of town vendors must display city, state. Name must legible and clearly visible to customers.
- f. **All food items must be prepared, cooked and served from inside the food booth** (exceptions are: BBQ/grill or cooking equipment required to be operated outside per the fire department). Grill or cooking equipment must be positioned to prevent injury to patrons.

3. Hand Washing: (See Figure 1)

Unclean hands can contaminate your food. You will need the following items:

- a. **Warm Water (5 gallons)** – an urn or insulated container filled with warm water.



The urn should have a spigot or valve to allow water to flow freely as you wash and rinse your hands.

- b. **Soap Dispenser** – bar soap is **not allowed** (avoid scented or lotion soaps).
- c. **Disposable Paper Towels** – cloth hand towels are not allowed.
- d. **Catch Bucket** – a bucket or container to catch the rinsed waste water from your hands. Use a stand or table – the water urn or container should be placed high enough to allow for proper hand washing and collection of rinse water. The hand wash station should be placed in an unobstructed area that is easy to access and use at all times.

Wash your hands after: touching your face, handling money, using the restroom, smoking (Note: smoking is **not allowed inside booth), removing garbage, and/or whenever you start preparing a different food item.**

4. Dish and Utensil Washing: (See Figure 3)

Proper washing and sanitizing of dirty pots, dishes, and utensils is important in preventing the transfer of germs to food. The following items and order are required for proper washing and sanitizing:

- a. **Wash with Hot Soapy Water** – fill a bucket or container that can hold your largest pot/dish/utensil with hot soapy water. It's best to remove any food particles or grease from the dirty pot/dish/utensil before washing.
- b. **Rinse With Fresh Clean Water** – fill a bucket or container with fresh clean water to rinse off the soap from the washed pot/dish/utensil. It is important to remove the soap before sanitizing.
- c. **Sanitize** – fill a bucket or container with a chemical sanitizing solution. Chlorine bleach is a common **sanitizer (use 1 tablespoon for each gallon of water)**. Avoid scented bleach.
- d. **Air Dry** – after sanitizing the pot/dish/utensil, let it completely air dry to allow the full effects of the sanitizer to take place (having extra pots/dishes/utensils are recommended).

You will need at least 20 gallons of water for your washing system. A utensil washing system is not required if only prepackaged /canned/bottled foods are sold.

5. Cooking and Hot Storage:

Only pre-approved foods are allowed. Serving undercooked or hot foods not held at the proper temperature



can lead to a foodborne illness. You will **need a probe thermometer (with a 0° to 220° F. range) to ensure the temperatures for the following food items are reached during their cooking process:**

1. Hamburgers and other ground beef foods – cook to 155° F.
2. Poultry, (single piece or ground) and stuff meats – cook to 165° F.
3. Single pieces of meat, fish and pork – cook to 145° F.

Hot food items must be held at 135° F. The following are several methods to maintain proper hot holding temperatures (**turn on your heating units before placing the cooked foods in them**):

- a. Chafing dishes
- b. Cooking grill
- c. Stove top or camp stove
- d. Crock pots or similar self contained heating units
- e. Steam tables
- f. Warming ovens

Keep foods covered and stir frequently.

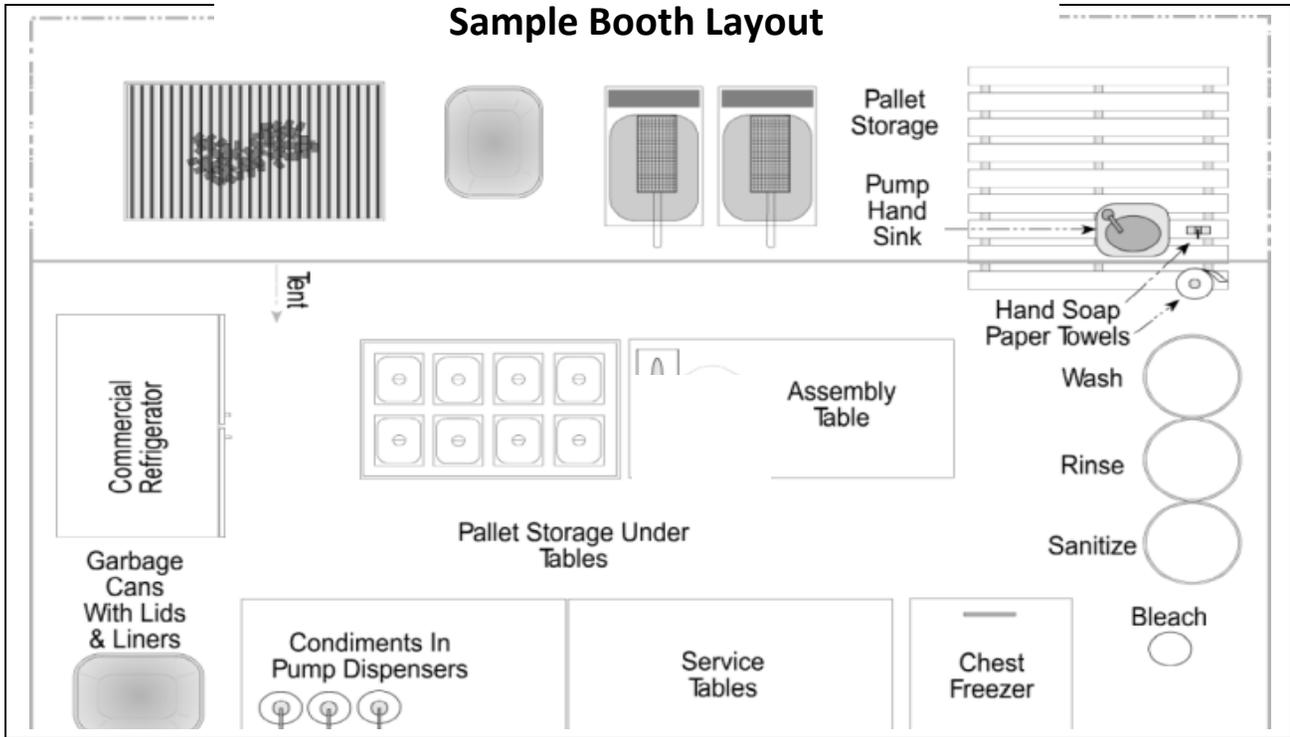
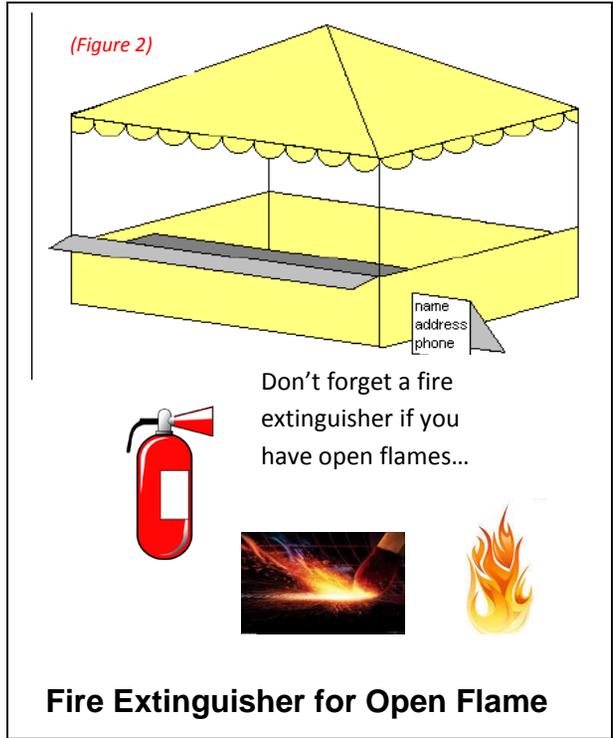
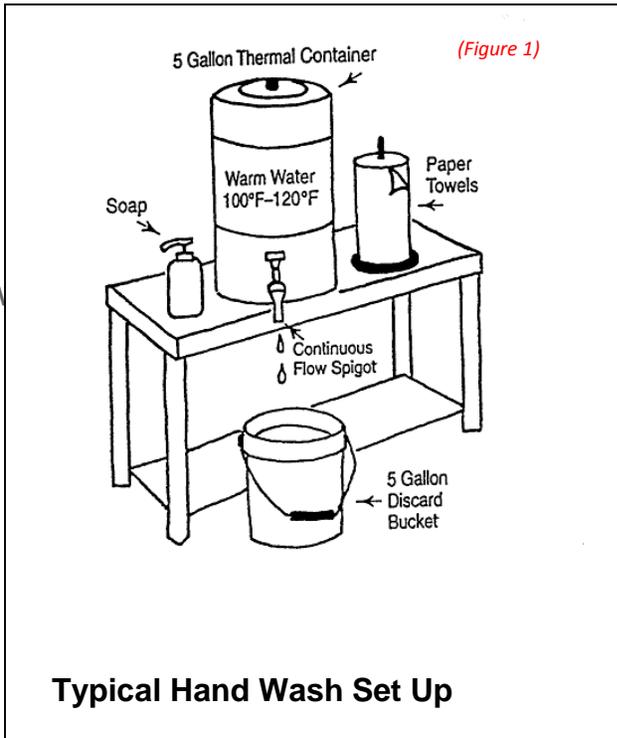
Discard all leftover cooked or ready to eat foods at the end of the day.

Note: the use of Sterno is not allowed at outdoor events. Check hot holding temperatures every 30 minutes.

6. Cooling and Cold Storage:

Maintain all perishable foods (potentially hazardous foods, aka "PHF") at or below 41° F

Examples of perishable foods or PHF are: raw or **cooked meats**, foods with egg products, or foods with milk products. Other PHF foods include: cut **melons**, bean sprouts, garlic/fresh herbs in oils, and **cooked rice**. Even spinach and lettuce are a concern if not properly maintained.



Points to note...

- THERMOMETERS REQUIRED
- TOILET FACILITIES REQUIRED WITHIN 400 FT OF BOOTH
- NO EATING, DRINKING OR USE OF TOBACCO
- HAND SANITIZER OR GLOVE USE DO NOT REPLACE PROPER HAND WASHING

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