

Special Event Food Stand Checklist

USE THIS CHECKLIST WITH THE SPECIAL EVENT FOOD STAND FACT SHEET

License

- What is the location, dates and times of the event?
- What is the proposed menu and how much food?
- Have you discussed your plans for the event with your inspector?
- Have you submitted a completed Special Event Food Stand application and required fee to the appropriate licensing agency 14 days prior to operating at the event?

Facilities

Location and protection

- Is the stand located away from possible contamination sources?
- Is the stand constructed or located so that it is protected during bad weather?
- Is a canopy or other form of overhead protection provided?

Floors, walls and ceilings

- Is the stand located on a surface that controls dust and mud?

Handwashing

- Is the handwashing sink(s) set up and operational prior to the start of an event, easily accessible to all employees and used for no other purpose?
- Does the stand have a handwashing sink(s) supplied with running water under pressure or by gravity with a faucet at a temperature between 70°F and 110°F?
- Is the handwashing sink(s) supplied with soap, nailbrush and disposable towels?

Utilities

- Is the stand operating in compliance with all applicable gas hook-up and service, electrical and fire code requirements?

Trash

- Are adequate number of receptacles for trash and garbage provided?

Chemical storage

- Are chemicals properly labeled and stored away from food, equipment, utensils and single-service items?

Equipment

Dishwashing

- If multiuse utensils are used, are dishwashing facilities available which consist of at least three compartments large enough to accommodate immersion of the largest equipment and utensils?
- Is adequate space for air drying utensils provided?
- Are single service disposable utensils (i.e., plates, forks, spoons, and cups) provided for eating and drinking purposes?

Refrigeration

- Is adequate mechanical refrigeration available for potentially hazardous foods held longer than 4 hours? For less than 4 hours, dry ice or frozen freezer packs may be used as long as food is maintained at 41°F or below.
- If ice is used to cool beverages is it properly drained?

Cooking

- Is equipment provided for adequately cooking and maintaining required temperatures of hot potentially hazardous foods? Domestic slow cookers are not allowed.

Thermometers

- Are accurate thermometers provided for monitoring food temperatures and in all refrigeration units?

Water supply

- Is the water supply from an approved source (i.e., public water supply system, commercially bottled drinking water)? Approved backflow prevention is required.
- If water tank(s) and hoses are used are they made of food grade material?

Wastewater

- Is the wastewater discharged into an approved sanitary sewer system or stored on-site in an approved tank before transporting? Dumping any wastewater onto the ground or storm sewer is prohibited.

Food handling

Food sources

- Are all food, beverages and ice obtained from approved sources? Food cannot be prepared or stored in a home. Food may be prepared or stored at a licensed food establishment.

Food preparation

- Are all potentially hazardous food cooked to the following temperatures or hotter: poultry, 165°F; ground beef, sausage, gyro, 155°F; pork, 155°F; fish, shrimp, shell eggs, 145°F, beef steak, beef roast, lamb, 145°F?
- Is bare hand contact limited with ready-to-eat or cooked foods by wearing disposable gloves or using utensils, deli tissue, spatulas, tongs or other dispensing equipment?
- Is food thawed in the refrigerator? Never thaw foods on the counter.

Cold and hot holding

- Are cold foods held at or below 41°F?
- Are hot foods held at or above 140°F? If food is reheated for hot holding it must reach 165°F.

Food protection

- Is food protected from cross contamination by separating raw meats, poultry and fish from ready-to eat foods during storage, preparation, holding and display?
- Are the food preparation and cooking areas protected by a shield or separation distance to ensure customer safety and to prevent food contamination by customers?
- Is ice handled and stored as a food product? Drained ice used as a cooling medium must not be used in drinks or food preparation.
- Are condiments dispensed in single service type packaging, in pump style dispensers or in squeeze bottles, shakers or similar dispensers to prevent contamination?
- Is all food, equipment, utensils and single service items stored off the floor and protected from contamination?

Cleaning and sanitizing

Dishwashing

- Are utensils and equipment washed, rinsed, sanitized and air dried? Towel drying is prohibited.

Wiping cloths

- Are wiping cloths stored clean and dry or in an approved sanitizer at the required strength?

Sanitizers

- Are approved sanitizers (i.e., chlorine bleach, quaternary ammonia or iodine) used for sanitizing food contact surfaces, equipment and wiping cloths?
- Are sanitizers used at the appropriate strength and contact time? Always follow sanitizer's label instructions.
- Is an appropriate test kit used to check the concentration of the sanitizer? Sanitizer test kits can be purchased from restaurant supply companies and chemical suppliers.

Employees

Person in charge

- Is there a person in charge (PIC) present during all hours of operation?

Handwashing

- Are employees washing their hands?
- Have employees been trained how to wash their hands? To wash hands: 1. Turn water on. 2. Rub soapy hands together for 20 seconds. 3. Rinse under running water. 4. Dry hands with disposable towels and turn water off.
- Have employees been trained when to wash their hands? Wash hands before working with food, clean equipment and utensils, after smoking, eating or drinking, using toilet facilities or any time hands become contaminated. Gloves, wet-wipes or hand sanitizers are not substitutes for handwashing.

Health

- Are employees who have been ill with vomiting and/or diarrhea not working in the food stand for at least 24 hours after their symptoms end?

Hygiene

- Do the employees dress in clean clothing and wear an effective hair restraint such as a hairnet, hat or scarf?

Resources

Food Business Safety

www.health.state.mn.us/divs/eh/food/

Minnesota Department of Health

Food, Pools, and Lodging Services

PO Box 64975

St. Paul, MN 55164-0975

651-201-4500

health.foodlodging@state.mn.us

www.health.state.mn.us/divs/eh/fpls/

*To obtain this information in a different format,
call 651-201-4500*

MDH DISTRICT OFFICES

- Bemidji 218-308-2100
- Duluth 218-302-6166
- Fergus Falls 218-332-5150
- Mankato 507-344-2700
- Marshall 507-476-4220
- Metro 651-201-4500
- Rochester 507-206-2700
- St. Cloud 320-223-7300

JULY 2015
REVISION 2.0