

OPERATING STANDARDS CHECKLIST

(Required procedure for licensing)

- Foods must be purchased from approved sources. The use of home canned or other home-prepared foods is not allowed (i.e. Preparing chili or sloppy Joe mix at home is not allowed). No personally caught fish or wild game. No cream or custard pies are allowed unless refrigerated. All food must be prepared at the site of the licensed operation or at a permanent licensed food service operation.
- No one with a communicable disease, symptoms of vomiting, diarrhea, fever, or jaundice, or who has cuts or sores on their hands may work at the operation.
- Transport food in insulated containers to keep foods cold (41° F or below).
- Water supply for all operations must be adequate and of a safe and sanitary quality. Only health department approved sources can be used. Install the backflow preventer and food grade hose as necessary.
- After setting up tables, set up the hand wash station, the dishwashing station, and the small bucket for holding wiping clothes in sanitizer. Check the sanitizer strength with your test strips. Wash, rinse and sanitize the counter tops and food contact surface before starting and at least every four hours.
- Workers must have clean outer garments and hair coverings on.
- No smoking or eating is allowed in the operation.
- Workers must wash their hands when arriving, before beginning work, and as often as necessary to keep them clean.
- Workers must use disposable gloves, tongs, or deli tissue when handling ready to eat foods. No bare hand contact.
- Grills must be purchased from an approved source. No barrel or fuel tank grills are allowed.
- Food storage must be in such a manner that all foods are protected at all times from dirt, rodents, and insects and elevated from the surface of the ground or floor.
- Store personal items away from where the food is prepared and stored. Store chemicals, cleaners and insecticides separate from food items.
- Post the current food service license for the public view. Also, post the hand washing sign above the hand washing station, and post the choking poster somewhere in the operation for the public view.
- If electrical extension cords are used, make sure they are properly installed, outlets are not overloaded, or cords located so they become a hazard. Chain CO₂ tanks.

- Unpackaged food or packaged food that is subject to entry of water may not be stored in direct contact with ice or water.
- All perishable foods must be stored at 41° F or less or stored at 135° F or more at all times. Cold storage may be accomplished by means of mechanical refrigeration or ice chest. Hot storage may be accomplished by the use of roasters, fryers, grills, and warming ovens.
- Frozen foods must be thawed by using one of the following methods: (a) as part of the continual cooking process, (b) under refrigeration of 41° F or below, or (c) submerged under potable running water.
- Cook foods to the proper temperatures. Chicken and other Poultry to 165° F, ground beef and sausage to 155° F, Fish, pork, beef to 145°, reheat all foods to 165° F.
- Check cooking temperatures and holding/storage temperatures with your long stemmed thermometer.
- Wash, rinse, and sanitize your utensils in the 3 basin washing station if they fall on the ground, if they become dirty, and at least every four hours.
- Store utensils for customers with the handles facing the same way, with the handles out or up, so that the customers or workers do not contact the mouth part of the utensil with the hands when selecting the utensil.
- Wastewater must be held in a watertight container until final disposition in a sanitary sewer or septic system. Such wastes must not be discharged onto the surface of the ground or discharged down the storm drain.
- Garbage and refuse must be stored in metal or plastic containers with tight fitting lids – cardboard boxes are not refuse containers.
- Only people assigned to work in the food operation are to prepare and serve food; unauthorized people and animals are not allowed in the operation.
- Utensils must be easily cleanable – not chipped, wood, wrapped, melted, cracked, splintered etc.

EQUIPMENT/SUPPLY CHECKLIST

(Required items for licensing)

- Approved water supply, in adequate quantity. Backflow preventer and food grade hose if connected to a hose bib or faucet.
- Long stemmed food thermometer that reads 0°– 220° F
- Hair restraint, such as hats, hairnets, or visors
- Small bucket for holding wiping cloths in sanitizing solution
- Single use gloves, used for one task such as working with ready to eat food
- Hot and cold holding equipment, enough for all potentially hazardous food. Mechanical refrigeration for overnight storage
- Sanitizer: Chlorine or quaternary ammonia. Chlorox is acceptable, if not scented
- Sanitizer test kit (specific for the type of sanitizer used)
- Hand washing Station: If plumbed hand washing sink with soap is not available at the booth, provision shall be made with
 1. Hot water
 2. Large thermos jug or coffee urn with a spout for running water
 3. Tub or basin to catch wastewater
 4. Hand soap
 5. Paper towels
 6. Table for set-up station
- Dish washing Station: Provide
 1. 3 dish pans or tubs for dishwashing (wash, rinse, and sanitize)
 2. Dish soap
 3. Drain board area (no towel drying permitted)
 4. Table for set-up station
- Wastewater receptacle (Do not dump water down the storm drain or on the ground)
- Trash/garbage receptacle that is metal or plastic with a lid.
- Overhead covering such as a canopy or tent
- Non-absorbent floor covering if not on concrete or asphalt
- Materials for counters and tables must be smooth and easily cleanable

Shelby City Health Department
43 West Main Street
Shelby, Ohio 44875
419-342-5226

**TEMPORARY FOOD SERVICE OPERATION OR RETAIL FOOD ESTABLISHMENT
FACILITY LAYOUT AND LETTER OF INTENT**

Organization Name: _____

Contact Person: _____

Mailing Address: _____

Telephone Number of Contact Person: _____

Location where food will be served: _____

Date(s) of Event: _____ Time Hot Food will be ready for inspection: _____

Draw below an on-site floor plan of the proposed operation. Include the location of the food preparation, cooking, storage, hot and cold holding, hand washing station, refuse container, 3 basin sink, toilet facilities, water supply, wastewater disposal.

List completely **FOOD TO BE PREPARED AND SERVED** and the **SOURCE** of the food.

Will you have an approved water supply available? _____

How will you insure that no person will work at the operation that has symptoms of a communicable disease (ie. Diarrhea, fever, vomiting, or jaundice).

Will all food be prepared at the temporary location? _____
If 'NO', the food must be prepared at a licensed facility.

Explain how all foods will be transported to the serving site (including how foods will be protected from contamination and how acceptable food temperatures will be maintained)

Explain how you will prevent bare hand contact with ready to eat foods. (use of disposable gloves, utensils, deli tissue)

Explain how you will provide food handlers and servers at the sale site the ability to wash their hands.

Explain how all **HOT FOODS** will be kept at 135° F or above.

Explain how all **COLD FOODS** will be kept at 41° F or below. No readily perishable foods will be allowed to remain in the 41° F-135° F range)

Explain how all food is to be protected from accidental sneezing, coughing, etc, of the consuming public.
Example: wrapping baked items individually in plastic wrap, locating food back away from possible sneezing consumer.

List **EQUIPMENT AND UTENSILS** to be used. Explain how they will be washed, rinsed and sanitized during the event. Explain how other food contact surfaces such as cutting boards and counter tops will be sanitized.

How will you dispose of your trash and wastewater?

Application for a License to Conduct a Temporary: (check only one)

Instructions:

- Food Service Operation
 Retail Food Establishment

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: *Shelby City Health Department*
4. Return check and signed application to: *43 West Main Street
Shelby, Ohio 44875*

Before license application can be processed the application must be completed and indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of temporary food facility		
Location of event		
Address of event		
City	State	ZIP
Start date	End date	Operation time(s)
Name of license holder		Phone number
Address of license holder		
City	State	ZIP
List all foods being served/sold		

<i>I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:</i>	
Signature	Date

Licensors to complete below

Valid date(s)	License fee: \$35
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.