



**TEMPORARY EVENT CHECKLIST**

*Food Event Operators: Use this guide as a checklist for stand construction and operation.*

- Application & Permit:** Temporary restaurant application must be received by the department and a permit must be issued by Kenosha County Division of Health and noticeably posted in the food service concession
- DEMONSTRATION OF KNOWLEDGE:** The person in charge or the employee (volunteer) shall be able to demonstrate the knowledge outlined in this document through food safety practices and/or answering food safety questions as they relate to their particular food operation.
- HEALTH:** Food employees shall not have any open cuts or sores or diseases transmittable by food. Specifically, employees with a fever, diarrhea, vomiting, jaundice, sore throat with fever or with a lesion containing pus such as a boil or infected wound that is open or draining may not be involved in the preparation or serving of food. If a food employee has been diagnosed with a food borne illness, they are not permitted to work at all.
- Hand Washing Station:**
  - Provide at least one **5-gallon container** with a dispensing valve, which is capable of supplying constant water flow when opened, without the need to use hands to keep the valve open while washing. Fill container with warm water for hand washing.
- Catch bucket** to collect hand wash waste water.
- Liquid Soap & Paper Towels:** Soap can be dish soap, but needs to be an easily dispensable container.
- Food Handling Gloves:** All workers handling food that is ready-to-eat must use barrier, including gloves, utensils, or deli papers. (Workers must wash hands before putting on gloves)
- Food Stem Thermometer:** Thermometer must have a range of 0 to 220°F
- Hot Holding Equipment,** such as steam tables, Nescos, or grills to keep the hot food at **135°F or more. Sterno devises under food pans are not acceptable for outdoor use.**
- Cold Holding Equipment,** such as refrigerators to keep potentially hazardous food at **41°F or less.** Mechanical refrigeration will be required in almost all situations.
  - Regulatory authority must approve ice storage of potentially hazardous foods
  - Provide a thermometer for each cold storage unit
- UTENSILS AND EQUIPMENT:**
  - All equipment and utensils, including plastic ware, shall be durable and easily cleanable
  - Homemade-cooking devices, such as grills cannot be used unless approved by the department or agent.
  - All utensils and equipment must be stored off the floor and in a manner that protects them from dust, spillage and drainage and other sources of contamination.
- SOURCE:** All food prepared, sold or served to the general public shall be from an approved source acceptable to the department. Food must be prepared at the temporary food service booth or at a licensed facility approved by the department or agent health department. Documentation as to where food is purchased shall be available at all times. The sale of foods prepared in a private home is not allowed.
- Food Protection:**
  - Store food and food-related products: at least six (6) inches off ground, away from chemicals, medications, and personal items
  - Store food in food-grade containers and covered to prevent contamination
- Wiping Cloth/ Spray Bottle Station:**
  - At least one **bucket/spray bottle with sanitizer and water solution** for storing cloth towels used for wiping food contact surfaces. Cloth towels must be stored in the solution in between wiping food contact surfaces. Must have test strips available to demonstrate correct concentration of solution.
- Dishwashing Station:**
  - Provide 3-compartment sink or **3 tubs or buckets for cleaning food utensils.** This needs to be done on site.
  - Wash** food utensils in soapy hot water in first tub or sink compartment
  - Rinse** food utensils in clear water in second tub or sink compartment
  - Sanitize** food utensils by immersing utensils in sanitizing solution and have test strips for checking sanitizing solution concentration (50-100ppm Chlorine or 200-400ppm Quat). **Air dry** food utensils or use single use paper towels.
- Booth Construction:** Hard or soft covered roof and three-walled structure, such as a canopy or tent, with cleanable flooring. A grass or dirt floor is not acceptable. Effective enclosures may be required dependent on the type of food, or other, processing being done.
- Water Source & Waste Disposal:** Ensure there is an adequate amount of potable water for food preparation and hand washing, a designated container for disposal of wastewater and trash receptacles with lids. Use food-grade hoses only, not garden hoses.



Person in Charge: \_\_\_\_\_ Date: \_\_\_\_\_