

## TEMPORARY RESTAURANT CHECKLIST

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

- Temporary Food Service Permit:** WI DATCP, KCPH or another WI DATCP agent county Health Department's permit/license must be noticeably posted in the food service concession stand.
- Demonstration of Knowledge:** A person or persons must be designated as a person in charge (PIC). PIC must be present and be able to demonstrate the knowledge outlined in this document through food safety practices and answering food safety questions as they relate to the food operation.
- Health:** Food employees shall be well. 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 foodborne illness, they are not permitted to work at all.
- Food Source:** All food must be prepared at the event. Food prepared or cooked off-site of the event must be obtained from a licensed establishment. Documentation of where food is prepared or purchased must be available at all times. The home baker exemption for baked goods is allowed. Potentially hazardous foods prepared in private homes is not allowed. Contact KCPH to license a service base for your off-site prep and cook.
- Water Source:** Ensure a supply of potable water for food preparation, hand washing and dish washing is available.
- Booth Construction:** Hard or soft covered roof and three-walled structure such a canopy or tent with cleanable flooring. A grass or dirt floor is not acceptable. Effective enclosures will be evaluated based on type of food or processing being done. Food preparation areas require walls or screens on all four sides.
- Food Protection:**
  - Store food at least six (6) inches off ground and away from chemicals, medications, and personal items
  - Store food in food-grade containers and covered to prevent contamination
  - Store utensils and single service goods at least (6)
- Hand Washing Station:**
  - Provide at least one **5-gallon container** with a dispensing valve that is capable of constant water flow when opened without the need to use hands to keep the valve open while washing. Or provide a portable hand washing sink with hands free operation. Supply warm water for hand washing.
  - Provide a catch bucket to collect wastewater from hand washing.
  - Provide liquid hand washing soap and paper towels.
  - Hand washing station is set up in booth before food handling.
- Food Handling Gloves:** All workers handling food that is ready-to-eat must use barrier, including gloves, utensils, or deli papers. Hands must be washed before putting on gloves.
- Food Stem Thermometer:** Thermometer must have a range of 0 to 220°F

- 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 KCPH.
  - 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.
  
- Hot Holding Equipment:** Provide steam tables, roaster ovens or grills to maintain a hot hold of food at **135°F or more**. Canned cooking fuels such as Sterno placed under food pans are not acceptable for outdoor use.
  
- Cold Holding Equipment:** Provide refrigerators to keep potentially hazardous food at **41°F or less**. Mechanical refrigeration will be required in almost all situations. KCPH must approve ice storage of potentially hazardous foods.
  
- Sanitizer Bucket and wiping cloths:** At least once bucket with sanitizer solution must be available. Cloth towels must be held in between wiping food contact surfaces in sanitizer solution. Test strips must be available for checking correct concentration of solution (50-100ppm Chlorine or 200-400ppm Quat). Spray bottles with sanitizer are acceptable.
  
- Dishwashing Station:**
  - Provide 3-compartment sink or **3 tubs or buckets for cleaning food utensils**.
  - 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.
  - Provide **test strips** for checking sanitizing solution concentration (50-100ppm Chlorine or 200-400ppm Quat).
  - Air dry** food utensils or use single use paper towels.
  
- Waste Disposal:** Provide a designated container with lid for disposal of waste.
  
- Person in Charge:** \_\_\_\_\_ **Date:** \_\_\_\_\_

