



# TEMPORARY FOOD SERVICE EVENT VENDOR CHECKLIST

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Food & Lodging Protection Division  
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**Instructions:** Use this checklist to prepare for the pre-operational inspection.

## APPLICATION

- Temporary food service application(s) submitted at least 14 days prior to the event.
- Once issued, permit posted in view of the public at all times.

## PERSONNEL

- Exclude anyone with symptoms of vomiting, diarrhea, sore throat with fever, or jaundice.
- Exclude anyone that has open cuts or sores that cannot be covered with a bandage and gloves.
- Handwashing facilities provided **as approved and required**. (See *Temporary Food Establishment Requirements*.)
- Adequate supply of soap & paper towels.
- Staff trained to know when & how to wash their hands.
- Food workers have clean outer garments & hair restraints.
- Personal belongings stored away from food & utensil areas.

## FOOD SOURCE AND CONDITION

- Food within the manufacturer's date limit, uncontaminated, & in good condition.
- All food (including ice) from an approved source (*Permitted & inspected by health department/FDA/UDSA/AL Dept of Agriculture*).
- No home prepared foods.
- Unless preapproved, food is prepared on-site. (*On-site cooking & preparation are only allowed after the permit is issued.*)
- Leftover foods discarded at the end of the business day.

## FOOD PREPARATION AND HANDLING

- Food separated & protected from contamination during transport.
- Equipment (insulated food carrier, ice chest) to ensure foods are *transported* at  $\leq 41^{\circ}\text{F}$ ,  $\geq 135^{\circ}\text{F}$ , or frozen.
- Equipment (refrigerator, freezer, hot box) to ensure foods are *maintained* at  $\leq 41^{\circ}\text{F}$ ,  $\geq 135^{\circ}\text{F}$ , or frozen.
- Ensure that foods are cooked to the minimum internal temperatures specified below:  
165°F- Poultry; Stuffing with fish, meat or poultry    155°F- Ground fish, beef, pork, lamb; Raw shell eggs  
145°F- Whole cuts of fish, beef, pork, lamb        135°F- Commercially prepared foods (hot dogs, etc.)
- Calibrated, stemmed food thermometer capable of reading from 0°F to 212°F.

- Appropriate thermometers for hot & cold holding units.
- Utensils, tongs, disposable plastic gloves, etc. to prevent bare hand contact with ready to eat foods.
- Raw animal products stored below produce & ready to eat foods.
- Food equipment in good condition & made from approved materials.
- Food & food utensils stored above ground on pallets, tables, etc.
- Food protected from consumers by sneeze guards, partitions, etc.
- Personal care items and toxic materials labeled, used, & stored to prevent contamination

#### **FACILITY REQUIREMENTS**

- Preparation, cooking, & service equipment stored inside the unit, except as required by the Fire Dept.
- Appropriate overhead protection. (Examples: Booths- wood, canvas; Pushcart- umbrella.)
- Unit & equipment are clean and in good repair.
- Adequate lighting by natural or artificial means—bulbs must be non-breakable or shielded.
- Booths- insect screening or solid panels on at least 3 sides.
- Mobile Food Units- all outer openings protected against the entry of pests.
- Mobile units with a connected booth must meet all of the requirements for both types of units.*

#### **UTENSIL WASHING AND SANITIZATION**

- Utensil washing sink or extra utensils **as approved**. (See *Temporary Food Establishment Requirements*.)
- Sink compartments large enough to completely immerse the largest pot, pan, or utensil.
- Unscented household bleach or other approved sanitizer for dishwashing & sanitizing food surfaces.  
Appropriate sanitizer test strips.

#### **WATER SOURCE**

- Food grade or "drinking water safe" hose(s).
- Adequate supply of potable water that is obtained from an approved source.
- Hose bib vacuum breaker (backflow preventer) installed on all hoses connected to the water supply.
- Water heater with adequate storage capacity and input, & temperature set to at least 110°F for utensil washing and 100°F for handwashing.

#### **WASTE DISPOSAL**

- Waste water hose connected to the sanitary sewer inlet or approved waste water holding tank.
- Garbage & grease are stored in leak proof containers and disposed of in an approved manner.