

GUIDELINES
for
TEMPORARY
FOOD SERVICE
Non-Profit Organizations

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GUIDELINES For TEMPORARY FOOD SERVICE NON-PROFIT ORGANIZATIONS

EXEMPT STATUS

Under Montana Law, MCA Section 50-50-202, non-profit organizations are exempt from food purveyor licensing providing they operate less than fourteen (14) days in any calendar year. Exempt status is allowed for fraternal, religious, civic, service, social and other organizations in which no part of the net earnings benefits any individual member. Rotary International, Lions, League of Women Voters, church groups, booster clubs, various support groups and the Sons of Norway are examples of such organizations. Although exempted from licensing, and exemption request for a temporary food service must be approved by the county sanitation office each time a non-profit organization wishes to serve food to the public. Compliance with State requirements for preparation, handling, storage, transportation and display of foods is required.

GENERAL BACKGROUND

Food-borne illness and food poisoning are often the result of contaminated foods served at public and private gatherings. Contamination of food generally results from the lack of knowledge of safe food handling practices



FOODS ARE MOST OFTEN CONTAMINATED BY:

1. Improper food handling
2. Improper cleaning and sanitizing of equipment
3. Improper food temperature control

This manual is designed to provide your organization with general guidelines for meeting health requirements for safely handling foods and maintaining a clean, sanitary environment during your upcoming event.

EVENT PLANNING

Safe food handling begins with the early planning stages of your event. Developing a comprehensive plan for your event will help identify and avoid potential health hazards. Your plan should include the following information:

1. Event menu. Will any menu items have special storage? Cooking, or handling requirements?
2. Sources/suppliers for all food, ice and water.

3. How will food temperatures be maintained? --- hot foods kept **HOT** and cold foods kept **COLD!**
4. Location and setup of any facility that will be used for advance food preparation.
5. Location and setup of the facility that will be used for the event. **Hand-washing in the preparation and service area is required!**

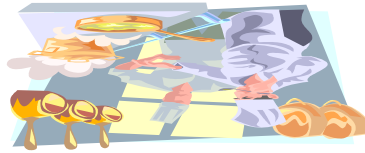


6. How food and supplies will be transported to the event.
7. Assignment list for group members involved in advance preparations and working at the event.
8. Facilities and schedule for cleanup and disposal. This planning phase may include such additional considerations as: adequate toilet/hand-washing facilities, garbage dumpster locations, dust control, emergency response, traffic control and crowd control.


FOOD HANDLING, PREPARATION AND STORAGE

1. Be sure all food, ice and water come from approved, tested sources. "Home-canned" products, raw milk, wild game, etc. may not be used.
2. **Event food preparations are to be done in facilities approved by Lake County Environmental Health Office.** All ingredients and prepared foods for your event must be kept separate from any "household" foods.
3. **AVOID USING POTENTIALLY HAZARDOUS FOODS---** they include dairy products, meats, eggs, fish, poultry, and cooked potatoes, beans and rice. **Cream pies, custards, cream-filled pastries and similar products, and salads or sandwiches containing meats, eggs, poultry or fish will normally not be allowed.** If your menu includes these or other potentially hazardous food items, check with the Environmental Health Department. If they are allowed, strict observance of handling, storage and temperature regulations will be required.
4. Frozen hazardous foods must be thawed while under refrigeration, in cold running water, or as part of the cooking process. Microwaves can be used for thawing if immediately followed by complete cooking.
5. All foods (fresh and prepared) that require refrigeration must be held cold during transport, refrigerated immediately upon delivery to your event or preparation site, and remain refrigerated until they are cooked, reheated or served. Cold storage temperatures must be **BELOW 41°F AT ALL TIMES.**
6. All refrigerated foods need to be separated to prevent cross-contamination during storage. Be careful to keep cooked/prepared/ready-to-eat foods separated from raw foods. Do not store raw foods, especially poultry and meats, above or next to cooked or ready to eat foods. Cover all foods before storing.

7. All foods that do not require refrigeration must be stored in a manner that will prevent the possibility of contamination. Do not store in direct contact with ground of floors, under water or sewer lines, or near chemicals, cleaning compounds, pesticides, etc.
8. Keep preparation and handling time of foods to a minimum. Food that is at temperatures between 41° and 135° F is in the **DANGER ZONE**.
9. Keep food preparation surfaces and utensils clean. Clean and sanitize (1 tsp bleach/gallon water) between each use---especially after handling raw foods.
10. Cook foods thoroughly and quickly. Internal temperatures of food must reach between 165°F and 180°F (depending on foods being cooked).
11. Foods that are being pre-cooked for later serving must be cooled **quickly** when the cooking process has ended. Put the food in small, shallow pans to speed cooling under refrigeration; or pre-cool by placing cooking pots in ice and stirring frequently until entire contents are evenly cooled before placing in refrigerators. Check temperatures often --- **the entire contents of any storage container must be chilled to below 41°F. in less than four hours.**
12. **DON'T USE LEFTOVERS.** If your event lasts more than one day, prepare fresh food for each day's use.
13. If pre-cooked foods are to be **reheated** for service they must be heated **quickly to at Least 165°F.** before serving or holding in steam tables, crock pots, etc. After initial Cooking or reheating, **holding temperatures for HOT foods must be 135°F. OR ABOVE.**



PERSONAL HYGIENE FOR WORKERS

1. Food preparers and servers need to use hair restraints to prevent food contamination. (hats, scarves, nets or hair bands can be used.)
2. Food servers and preparers must be provided with a conveniently located hand washing facility with warm water, dispenser soap and paper towels.
3. Food servers and preparers must wash their hands  **AFTER** using the toilet, eating, smoking, handling raw foods, soiled utensils or garbage and **BEFORE** handling, preparing or serving any foods.
4. Workers who are handling money or cleaning cloths should not handle food or eating utensils.

5. The use of rubber or plastic gloves is encouraged to help reduce the possibility of food contamination. **BUT REMEMBER, THEY DO NOT TAKE THE PLACE OF HAND-WASHING REQUIREMENTS!**
6. Smoking or chewing of tobacco, eating or drinking, and “fixing” of hair or makeup is not permitted in any food preparation or serving area.
7. Anyone with a cold, sore throat, infection or open sores, nausea or diarrhea **MUST NOT HANDLE FOOD.**
8. Food booth workers should wear clean “uniforms”, or they should wear aprons over their street clothing.



TRANSPORTING FOOD TO THE EVENT

1. Cover food containers, serving utensils, single service items, etc. to protect them from contamination by dust, insects, animals or people.
2. Keep hot foods **HOT---ABOVE 135°F.**, and keep cold foods **COLD—BELOW 41°F.** during transport.
3. Transport foods in insulated chest with tight fitting lids. Cold foods chests should have a bed of ice under the food. However, food must not be in direct contact with the ice.



4. Upon arrival: Transfer hot foods to hot holding tables, crock pots, etc. to maintain temperature. Cold foods may be kept in the insulated chest, replacing ice as necessary, or transferred to refrigerators if they are available.

AT THE EVENT

1. Cover all tables, counters, bars, etc. that will be used as food preparation or serving surfaces with a smooth, cleanable surface. (Plastic tablecloths often work well for this.)
2. **KEEP HOT FOODS HOT --- ABOVE 135°.** Don't guess! Use a thermometer to check on food temperatures.
3. Cover all food, utensils, and single service items. Store them **OFF** the floor or ground.
4. **KEEP COLD FOODS COLD --- BELOW 41°F.!** Use ice chests or refrigerators and check the temperature regularly.
5. Ice used for food storage must not be used for consumption must come from an approved source and be stored and served in a manner that protects it from contamination.

- Potable water must be from an approved, tested source. It must be stored and served in a manner that protects it from contamination.
- KEEP ALL FOOD PREPARATION AND FOOD SERVICE AREAS OFF LIMITS TO VISITORS AND PETS!** Only group members scheduled for work should be in food preparation or service areas. Unauthorized traffic increases the potential for mishandling or contamination of foods.
- Foods must be kept covered, except when being served. Food must be protected from dust, rain, insects or any other source of contamination at all times.



- Food servers: Do not touch areas of dishes and utensils that reach the consumers mouth. Use adequate serving utensils; fingers are not to be used to serve food – avoid direct handling of ready-to-eat foods by using plastic gloves, tongs, food tissues or napkins.
- Use single service items (paper plates/bowls, paper or foam cups, plastic silverware, etc.) whenever possible.
- For buffet-style or self-service foods: Each food container must have an adequate cover and serving utensil or dispenser --- food is not to be self-served with customer utensils or fingers. If refills are allowed, customers are not to re-use soiled dishes--- those returning for refills need to pick up a **clean** plate or bowl.



CLEANING AND DISPOSAL

- Keep an adequate supply of washing water and sanitizing solution for regular cleaning of surfaces and utensils. A sanitizing solution can be made using 2 tablespoons of household bleach per gallon of water. Spray bottles provide a convenient way to store and dispense sanitizing solution for cleaning surface areas.
- Keep wiping cloths in a container with sanitizing solution when they are not in use. Change the solution in your wiping cloth container regularly.
- Clean and sanitize all food contact surfaces before use. During continuous use periods, clean and sanitize surfaces again at least once every three hours.
- Store and use all cleaners, chemicals, sprays, etc. in a manner that prevents contamination of foods and food contact surfaces.



5. Clean and sanitize serving and kitchen utensils before use. During continuous serving periods, replace or clean and sanitize in-use serving utensils often.
6. Provide large trash bags and a lidded trash container so litter does not accumulate and all garbage can be properly disposed of. Garbage is to be removed from the event site at least once each day.
7. Schedule regular and thorough cleaning of your equipment and event premises. Cleanliness not only reduces the possibility of food contamination, but also makes a favorable impression on your customers.



PLEASE CHECK WITH THE ENVIRONMENTAL HEALTH OFFICE IF YOU HAVE ANY QUESTIONS OR PROBLEMS.

HAVE A SAFE AND SANITARY EVENT!

