



# JACKSON COUNTY HEALTH DEPARTMENT



Promoting Health, Preventing Illness, Protecting  
Our Environment and Preparing for Emergencies

## Temporary Food Service Guidelines

This set of guidelines contains the information needed in order to safely serve food to the public at a temporary event. A temporary food service permit must be obtained from the Jackson County Health Department before any person or group can serve food or beverages at a public event. The only exemptions are farmers selling whole fruits & vegetables or vendors who offer packaged beverages or food that is non-perishable and has been obtained from a commercially regulated source. The sale or distribution of food that was made in a private home or business which is not currently licensed to prepare food is prohibited.

This handout contains important information about our requirements. You will be inspected prior to the event opening. A checklist has been provided (see page 5) to help you prepare for the event. A completed permit application, permit fee, and any other requested information must be received by the Jackson County Health Department no later than 48 hours prior to the event start date (see "Application Package Forms to be Completed").

Permit fees must be paid in advance. Applicants may pay by check, cash, money order, credit card, or cashier's check. No payments will be accepted at the event site. Either contact the Jackson County Health Department directly at (618) 684-3143 x 128 or visit our website at [www.jchdonline.org](http://www.jchdonline.org) to obtain a permit application package and a current permit fee schedule. Please note that if your stand is not ready for inspection within one hour of the inspection time, an additional \$25 fee will be charged.

Charitable organizations using the event as a fundraiser can apply for a temporary permit fee waiver. Economic need for a

waiver must be shown. Fee-exempt organizations must still obtain a permit and comply with all requirements. After reviewing your application and menu, JCHD will determine if your application is complete, with all the information necessary to issue a permit. You may not sell food or beverages until you pass your inspection and receive a permit to operate. The permit must be displayed in view of the public.

<p><b>Application Package Forms to be Completed:</b></p> <ul style="list-style-type: none"> <li>• <b>Permit Application</b></li> <li>• <b>Menu, Procedure Review Form, &amp; Questionnaire</b></li> </ul>
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### Requirements to operate a Temporary Food Service Establishment:

#### 1. Food Supplies:

All food supplies including meat, milk, vegetables, etc. shall be obtained from sources complying with applicable state laws and regulations. All food shall be clean, wholesome, free from adulteration and misbranding. Home-canned and home-prepared potentially hazardous foods will NOT be permitted. All fruits and vegetables shall be washed before being used.

#### 2. Employee/Volunteer Practices:

All employees/volunteers need to be reminded of the following requirements:

- The public is not allowed in food service areas.
- Eating or smoking is not allowed in the food preparation area.

- Employees with cuts, wounds, or burns must wear bandages and disposable gloves.
- Work clothes and aprons must be clean.
- Caps, chef hats, bandanas, or other methods of hair restraint must be used. Visors may only be used in conjunction with hair nets.

3. Hand Washing Station Setup:

Hand washing is your first line of defense against food borne illness. Unclean hands will contaminate food. For this reason, you need to wash your hands frequently. Convenient and adequate hand washing facilities shall be provided and used in each establishment. The minimum hand washing facility shall consist of a container with a hands-free tap, clean hot water (100°F-120°F), soap, and paper towels. Common towels to dry hands are prohibited. Make sure to wash your hands between working with raw foods and prepared/ready-to-eat foods. Always wash hands after:

- Using the restroom; or
- Touching your face or hair; or
- Sneezing or coughing; or
- Eating or drinking; or
- Disposing of garbage; or
- Smoking; or
- Touching anything that contaminates your hands

4. Ware Washing Facilities and Procedures:

All equipment should be cleaned and sanitized before every event. When utensils (tongs, spatulas, etc.) are used, they must be washed, rinsed and sanitized. The dishwashing setup must have three containers filled with water. These containers must be set up in the following order:

1. Clean, hot, soapy water
2. Clean, hot, rinse water
3. Lukewarm water with sanitizer (see "Proper Sanitizer Concentration for Washing

Always measure the amount of sanitizer and use test strips to check the solution. One

cupful of unscented bleach, added to 1 gallon of water, will yield 50 p.p.m – 100 p.p.m. of chlorine (bleach) sanitizer concentration. Change the water often. Equipment that is washed, rinsed and sanitized must be air-dried. Do not use dishtowels for drying.

**Proper Sanitizer Concentrations for Washing:**

- Chlorine (Bleach) – 50–100 p.p.m.
- Quaternary Ammonium – 100–200 p.p.m
- Iodine - 12.5 p.p.m.

5. Food Preparation and Handling:

Potentially hazardous food such as cream-filled pastries, custards, cream pies; and meat, poultry and fish shall be prepared, stored and handled in accordance with the Illinois Department of Public Health Food Service Sanitation Code.

All food must be obtained from commercial sources, such as local stores, distributors or restaurants. Home prepared food is prohibited. All food preparation must be performed at a restaurant that is licensed and inspected by a public health department or onsite.

All hamburger intended for use in sandwiches shall be purchased in patty form only. Hams, including "pre-cooked hams," shall be thoroughly cooked prior to serving. Leftover cooked or prepared potentially hazardous foods, including sandwiches, chicken, sausage, corn dogs, and batter, must be discarded at the end of the day's service. This item cannot be reused for service the following day.

6. Refrigeration and Food Temperatures:

Potentially hazardous foods, which consist in whole or in part of milk or milk products, eggs, meat, poultry and fish, shall be maintained at temperatures of 41°F or below, or 135°F or above. Mechanical cold holding equipment (mechanical refrigerators and freezer) are required to maintain food products at 41°F degrees or colder. The ambient air temperature of the refrigerator/freezer may need to be set lower

than 41°F to ensure food products maintain 41°F or colder, especially during times of heavy use or during extremely hot weather conditions. Coolers with ice are not allowed except for bottled/canned drinks.

Metal-stem type numerically scaled thermometers accurate to plus/minus 3°F shall be provided and used to verify proper cooking and holding temperatures of all potentially hazardous foods.

If frozen foods need to be thawed, one of the techniques listed below must be used:

- In advance, at an approved licensed facility (not in a home kitchen; or
- As part of the cooking process; or
- In a refrigerator on site

*\*Food should never be thawed at room temperature.\**

Foods must be cooked to the following temperatures (refer to "Temporary Event Cooking Temperatures" on last page) prior to serving. Meat and poultry must be thoroughly cooked to be safe. Do not serve any undercooked foods. Always check the final cooking temperature by using a food thermometer.

#### 7. Food and Drink Storage and Display:

All food supplies shall be stored off the ground on pallets or shelves. All food shall be properly covered to prevent contamination from dust, insects, droplet contamination, etc. Wet storage of packaged food is prohibited, except that cans of non-potentially hazardous beverages may be stored in ice, if the water contains at least 50 p.p.m. (one capful of unscented bleach per gallon of water) of available chlorine, and is changed as often as is necessary to keep both the water and containers clean.

All food on display, such as cotton candy, candied apples, etc., shall be covered or be individually packaged to prevent contamination from dust and other elements. Use disposable plates, bowls, and utensils when serving food to the customer. Condiments can be prepackaged, dispensed from pumps, squeeze bottles, or served from containers with self closing lids.

#### 8. Ice Supply and Handling:

Ice that is consumed or which will come in contact with food shall be obtained from a commercial source. Ice is acceptable in chipped, crushed or cubed form and transported and stored in single use, closed container bags. Bagged ice shall not be stored directly on the ground. Containers for storage of ice on location shall be constructed of easily cleanable materials, equipped with a drain and provided with overlapping tight-fitting covers. Scoops or tongs shall be used to dispense ice. Using a cup to dispense ice is not allowed.

#### 9. Water Supply and Storage:

An adequate supply of safe sanitary water for drinking, food preparation, hand washing, and cleaning utensils and equipment shall be provided in the food stand. If water taps are provided at the event site, food grade hoses with vacuum breakers must be used (garden hoses will not be accepted). If not, commercially bottled water may be used. Hot water shall be made available for washing and cleaning purposes.

Wherever possible, a pressure supply system is recommended. Water containers shall be used and constructed of food grade materials, possess tight-fitting overlapping covers, and have an easily cleanable dispensing valve. Water containers constructed of wood are prohibited.

#### 10. Multi-use Eating and Drinking Utensils:

The manual washing of plates, glasses, cups, and flatware is prohibited. Only single service tableware and utensils shall be used, including cups, plates and eating utensils. All single service articles shall be stored and dispensed to avoid contamination. Cups should be dispensed through approved tube dispensers to avoid contamination of surfaces that come in contact with the mouth of a customer.

11. Food Equipment Construction, Cleanliness and Storage:

Only food equipment which is in good repair and cleanable shall be used. Food-contact surfaces shall be corrosion-resistant, non-absorbent, non-toxic, and free of breaks, open seams, chips, pits and similar imperfections. Galvanized containers shall not be used for preparation, display and storage of acidic drinks. Wood is not an acceptable material for the construction of fruit juice extractors.

Appropriate scoops, tongs, spoons, and forks shall be provided to minimize bare hand contact with food. Scoops, tongs, serving utensils, etc. shall be:

- Stored in the food with dispensing handle extended out of the food; or
- Stored clean and dry; or
- Stored in running potable water.

After use, all kitchenware and food-contact surfaces of equipment, used in preparation, serving, display, or storage of food, shall be thoroughly cleaned and sanitized, and stored to avoid contamination. All counters and shelving shall be kept clean and presentable at all times.

12. Wiping Cloths:

Wiping cloths or moist cloths used for cleaning non-food contact surfaces of equipment such as counters, dining table tops, and shelves shall be clean, rinsed, and stored in a sanitizing solution (refer to "Sanitizer Concentrations for Wiping Cloths"), between uses and used for no other purpose. Moist cloths used for wiping food spills on kitchen ware and food-contact surfaces of equipment shall be clean and rinsed frequently in a sanitizing solution and used for no other purpose. These cloths shall be stored in the sanitizing solution between uses as well.

**Sanitizer Concentrations for Wiping Cloths:**

- Chlorine (Bleach) – 100–200 p.p.m.
- Quaternary Ammonium – 200–400 p.p.m
- Iodine - 25 p.p.m.

13. Liquid and Solid Waste:

All liquid waste shall be disposed into public sewers in such a manner as not to create a public health hazard or nuisance condition. An adequate number of approved garbage containers shall be provided at each stand. It shall be the responsibility of each food stand owner or operator to keep the grounds surrounding their stand free of food scraps, paper and other debris.

14. Food Stand Construction:

Ceilings shall be made of sealed wood, canvas, or other material that protects the interior of the establishment from the weather. Walls and design of food preparation areas shall be constructed in a way that minimizes the entrance of insects. Screening of the food preparation area is strongly recommended to prevent entrance of insects. If an insect/nuisance condition is present, the screening shall be required. Screening material used for the walls, doors, or windows shall be at least 16 mesh to the inch. When cooking onsite is done, the grill, broiler, etc. must be located under the tent and be protected from insects and dust.

Kitchen and food preparation areas may be located on concrete or asphalt surfaces if well drained, or shall have temporary flooring constructed of sealed wood and elevated to prevent employees from working in mud and prevent contamination of food by dust, mud, etc. Tarps may also be used as ground cover in place of concrete or asphalt when wooden floors are impractical. Sawdust shall not be used as a floor covering. Flooring in mobile concession stands shall be maintained in good repair. All wood framing shall be freshly painted, in good repair and maintained in a clean condition. All canvas shall be in good repair and maintained in a clean condition. Any areas designated for self service to the public, or areas where the public may come in contact with food products, must be accompanied by adequate sneeze protection (i.e. sneeze guards).

15. Utilization of Food Service Facilities  
Located Off-Site:

Conducting off-site food preparation at a restaurant that is licensed and inspected by a public health department is permitted, upon approval of the Jackson County Health Department. Adequate hot and cold holding transportation equipment and onsite hot and cold holding equipment are a portion of the minimum requirements for approval. A copy of the facility's last inspection report must be submitted with the application if foods will be prepared outside of Jackson County.

Facilities such as church kitchens and commercial restaurants, which are utilized for off-site preparation of food served at a temporary food stand, shall be inspected prior to the event and shall comply with requirements of the Illinois Food Code and the Jackson County Food Service Sanitation Ordinance.

16. Municipality Requirements:

Contact the municipality in which the event will be held to determine if vending permits will be necessary.

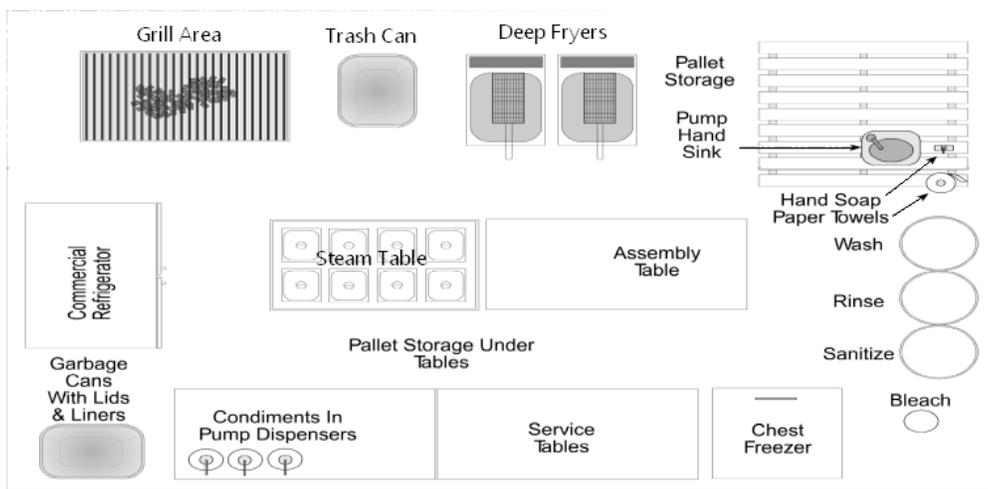
- City of Carbondale:
  - (618) 549 - 5302 x 281
- City of Murphysboro
  - (618) 684 - 4961
- Village of DeSoto
  - (618) 867-2315
- City of Ava
  - (618) 426-3641

**Temporary Food Checklist:**

- Complete your application and submit fee to the Jackson County Health Department at least 48 hours prior to the event.
- Determine your electrical needs. Verify with the event organizer that your booth will have the necessary power available.
- Determine your needs for water. Verify with the event organizer that potable water will be available or if municipal water will need to be hauled in.
- Transportation equipment for hot and cold foods.
- Hot holding equipment; electric roaster oven, steam table, or chafing dishes.
- Mechanical cold holding refrigeration or freezers; no coolers with ice, except for bottled or canned drinks.
- Adequate sneeze protection for any areas designated for self service to the public, or areas where the public may come in contact with food products (i.e. sneeze guards).
- Metal Stemmed probe thermometers for checking food and appliance thermometers for checking equipment temperature, such as refrigerators and freezers.
- Flooring and overhead cover, if not provided by the organizer.
- Storage racks, pallets, or tables to store all food and paper goods off the ground.
- Additional clean wrapped cooking utensils (if needed).
- Dispensers for condiments; single-service pre-packaged, or squeeze bottles.
- Hand washing facilities with paper towels and liquid hand soap, container with a tap and a bucket to catch the wastewater. Open containers with water are not allowed for hand washing.
- Clean clothes and hair covering, cap or hairnet, for employees and volunteers.
- Wash, rinse and sanitize containers that are large enough to hold soiled utensils or pans used for cooking.
- Cleaning supplies; dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids.
- Wiping cloths, extra buckets, containers, extension cords, fire extinguishers, matches/lighters for chafing dishes, fryers, and first aid kit.

## Additional Information

### Example Booth Layout:



Front of Booth

\*All Food Related Items and Equipment Must be Stored Under Cover\*

### Temporary Event Cooking Temperatures:

165° F (15 seconds)

- Poultry - chicken, turkey (whole, parts, or ground)
- Stuffed meat, poultry, fish and pasta
- Foods cooked in microwave

160° F (15 seconds)

- Ground beef, pork, veal, lamb, etc.

155° F (15 seconds)

- Fresh shell eggs - cooked and held for service (such as scrambled)

145° F (15 seconds)

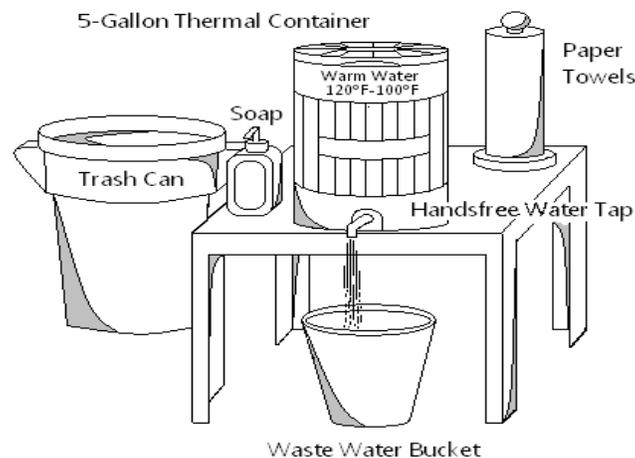
- Beef, Veal, pork, lamb- roasts, steaks, chops (hold 4 minutes)
- Fish, shellfish
- Fresh shell eggs - cooked and served immediately

135° F (No time requirement)

- Fruits and vegetables (that are cooked)

For further information, please contact the Environmental Health Division at (618) 684-3143, ext. 128, or visit us online at [www.jchdonline.org](http://www.jchdonline.org)

### Example of Temporary Hand Washing Setup:



- Warm water (100 °F - 120 °F) can be held in a 5-gallon insulated container with a spigot that allows for continuous flow. A bucket can be used to collect dirty wash water.
- Liquid soap and paper towels should be provided and a trash receptacle for discarded paper towels.
- Please consult with Health Dept. for other acceptable setup.



\*Please Answer All of the Items Below Regarding Your Proposed Temporary Event\*

Where will your booth be located? Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/>	Yes	N/A
Adequate power on site for equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Approved transportation equipment for hot and cold holding.	<input type="checkbox"/>	<input type="checkbox"/>
Hot holding equipment; electric roaster pans, chaffing dishes, or steam table.	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical cold holding equipment; refrigerator, coolers w/ ice are not allowed except for bottled/canned drinks.	<input type="checkbox"/>	<input type="checkbox"/>
Adequate sneeze protection for food being self served by the public; sneeze guards, lids, or aluminum foil.	<input type="checkbox"/>	<input type="checkbox"/>
Metal stemmed probe thermometers for checking food and appliance thermometers for checking equipment temperatures; refrigerators and freezers.	<input type="checkbox"/>	<input type="checkbox"/>
Flooring and overhead cover (if not provided by the organizer).	<input type="checkbox"/>	<input type="checkbox"/>
Storage racks, pallets, or tables to store all food and paper goods off the ground.	<input type="checkbox"/>	<input type="checkbox"/>
Additional clean, wrapped cooking utensils (if needed).	<input type="checkbox"/>	<input type="checkbox"/>
Dispensers for condiments; single service pre-packaged or squeeze bottles.	<input type="checkbox"/>	<input type="checkbox"/>
Hand washing facilities with paper towels and liquid hand soap; a container with a hands free tap and a bucket to catch the waste water, open containers with water not allowed for hand washing.	<input type="checkbox"/>	<input type="checkbox"/>
Clean clothes and hair covering, cap or hairnet, for employees and volunteers.	<input type="checkbox"/>	<input type="checkbox"/>
Wash, rinse, and sanitize containers that are large enough to hold soiled utensils and pans for cooking.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning supplies; dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids	<input type="checkbox"/>	<input type="checkbox"/>
All food is obtained from commercial sources local stores, distributors, or restaurants. Home-prepared food is prohibited, unless approved by JCHD prior to event.	<input type="checkbox"/>	<input type="checkbox"/>
Adequate access to potable water or hauled municipal water.	<input type="checkbox"/>	<input type="checkbox"/>
Vendor bringing prepared food from outside Jackson County must provide a current health inspection report for the facility where food will be prepared.	<input type="checkbox"/>	<input type="checkbox"/>

**Temporary Food Service Permit Fee is \$50.00**

\*The fee must be submitted with the application unless the applicant qualifies for a fee waiver. Waiver form available upon request.\*

I have read, fully completed, and understand the Jackson County Temporary Food Service permit application. **I understand that if this establishment is not prepared for inspection within 1 hour of appointed inspection time, I will be charged an additional \$25 fee for a temporary permit.**

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

The safety of food products dispensed at this facility depends upon the proper maintenance and operation of this establishment; the responsibility of which rests with the operator. If this establishment meets the minimum temporary food service requirements, a temporary food service permit will be issued at the time of the inspection. The permit may be revoked or suspended at the discretion of the Jackson Co. Health Dept.

THE PERMIT IS **NOT** TRANSFERRABLE BETWEEN PERSONS, ESTABLISHMENTS OR EVENT SITES

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**OFFICE USE ONLY**

Form of Payment:  Cash  Check/Money Order  Credit/Debit Card

Fee Received (Date): \_\_\_\_\_ Waiver: Approved  Denied  Permit No Issued: \_\_\_\_\_

Permit Authorized (Date): \_\_\_\_\_ Sanitarian: \_\_\_\_\_