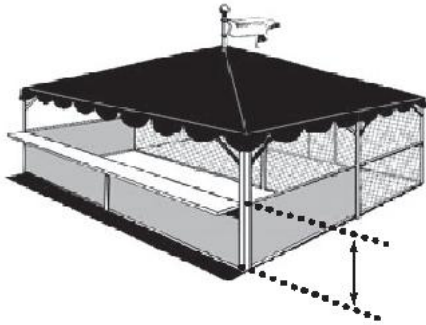


# **Guide for Operating a Temporary Food Stand**



**City of Kansas City, Missouri  
Environmental Public Health Program  
Environmental Health Division**



KANSAS CITY  
MISSOURI



**Public Health**

Revised Mar 2011

This guide intended as an informational guide for “Temporary Event” operators. This guide contains rules & guidelines on operating a “Temporary Event stand”.



**KANSAS CITY  
MISSOURI**

**City of Kansas City, Missouri  
Health Department  
Environmental Health Division  
Environmental Public Health Program  
2400 Troost Avenue, Suite 3000  
Kansas City, MO 64108  
816-513-6315**

**[www.kcmo.org/health](http://www.kcmo.org/health)**

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# Permitting & General Information

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## What Is A “Temporary” Food Stand?

A temporary food stand is a place where food is prepared or handled and operates

- From the **same location**
- At a **single event** or celebration (i.e. fair, carnival, festival, etc.) for no more than **14** consecutive days.

## Is A Permit Required To Operate A Temporary Food Stand?

**Yes!** In Kansas City, each food stand that serves to the public must be permitted by the City of Kansas City, Missouri Health Department.

## Why Is A Temporary Food Permit Needed?

A permit acknowledges that a vendor (dealer) has met requirements designed to ensure food is handled safely and is prepared under sanitary conditions.

The Temporary Food Permit is required by law.  
(The KCMO Health Department enforces the temporary event requirements found in the KCMO Food Code and City Ordinances)

## **Who Do I Contact To Obtain A Temporary Food Permit?**

To obtain a permit, a food vendor (or event coordinator) operating within the city of Kansas City, MO must contact:

KCMO Health Department  
Food Protection Program  
2400 Troost Ave, Suite 3000  
Kansas City, Missouri 64108  
Phone: (816) 513-6315  
Fax: (816) 513-6290  
8:00am – 4:30pm Mon. - Fri.

## **How Soon Should I Start Planning?**

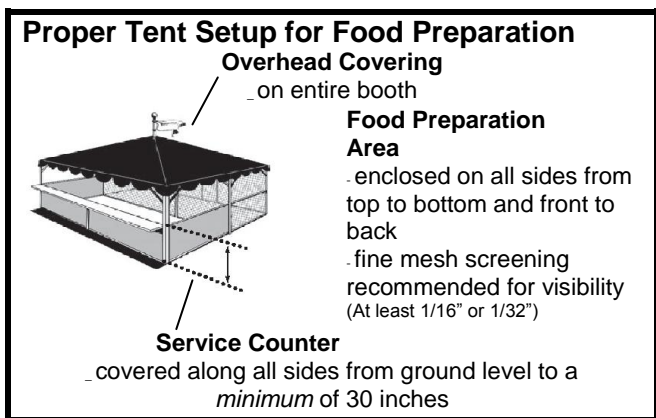
Begin preparations early. The KCMO Health Department recommends to submit the application(s) and proper fees at least **30 DAYS PRIOR TO THE EVENT** to allow for review and processing.

A final inspection is made at the event site prior to permitting.

The Temporary Food Establishment Permit will be issued to the vendor at the event, if the food stand has submitted an application and fees in advance and the food stand is in compliance with all health regulations.

## Construction

Temporary stands must have a roof, floor, and sidewalls made of approved materials (i.e. wood, canvas, or pavement) which will provide protection from splash, dust and inclement weather.



The following areas are to be effectively enclosed with fine mesh fly screening:

- Food preparation areas
- Food assembly areas
- Utensil washing areas

The food preparation area shall be completely enclosed and must have a food pass-through opening and an entry door to the food preparation area.

### **Construction Tips:**

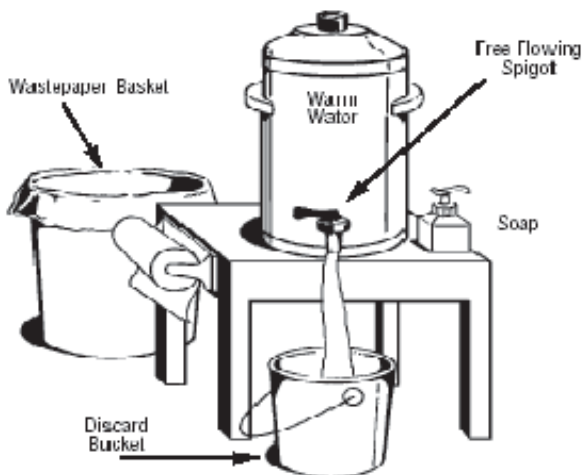
- Have sufficient electrical power available for all electrical equipment.
- Provide a heating unit to heat water for utensil and hand washing.
- Do not use containers (55 gallon barrels) as cooking devices if once used to store toxic products.
- Securely fasten all carbon dioxide and propane tanks in an upright position to eliminate the danger of tipping or falling.
- Provide rubbish containers in adequate number in and around the food stand. Empty them often to prevent flies, odors, and other nuisances.
- Do not empty grease and liquid wastes on the ground or street and NOT into the storm sewerage system.

- A fire extinguisher approved for 3,000 square feet with a minimum of 1A rating is recommended for food stands. A 40BC fire extinguisher is recommended for any grease producing equipment.
- Use an approved backflow prevention device to protect water supplies that are connected to hoses.
- Supply approved drinking (potable) water for use in food preparation, utensil washing and employee hand washing.
- Use food grade water containers to transport water when pressurized water is unavailable. The containers must be made of smooth, nonabsorbent material with tight fitting covers.



# Sanitation & Hygiene

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## Proper Set-Up for Employee Hand Washing

Supply approved potable (drinking) water for employee hand washing. Any water hoses should be of food grade quality and hose connections should be elevated off the ground.

Use a single compartment sink or pre-wash sink when pressurized water is available, along with soap and single service towels.

Use warm water from an insulated container with a free flow spigot when pressurized water is unavailable.

## **Proper Set-Up When Washing Utensils**

Use an approved sink if pressurized water is available and follow these steps:

### **5-Step Utensil Washing Procedure:**

1. **Pre-wash**
2. **Wash** in hot soapy water.
3. **Rinse** in clear water.
4. **Sanitize** using an approved chemical sanitizer.
5. **Air Dry**

**Note:** You must check the concentration of the sanitizing solution with a chemical test kit designed for the type of sanitizer being used. (The correct concentration for chlorine or bleach water solution is 50-100 ppm)

## Liquid & Solid Waste Disposal

Connect to an approved sewerage collection system when available.

Collect liquid wastewater in a container of sufficient size kept at each food stand when an approved sewerage system is unavailable. Have a disposal company pick up the containers, or dispose of in a sink or drain connected to a sanitary sewerage system.

Do not empty wastewater containers on the ground or street and NOT into the storm sewer.

### Proper Hygienic Practices:

Remember to wash hands **BEFORE** putting on gloves or handling food, especially ready-to-eat foods.

Wash hands **AFTER** handling raw foods, using toilet, coughing or sneezing, smoking, touching hair or face, disposing of garbage, or after any activity that may contaminate hands.

Do not use bare hand contact with ready-to eat foods. Use utensils, tissue or single-use gloves. Wash, rinse, and sanitize utensils between uses.

Avoid preparing food too far in advance before serving to eliminate the potential for contamination or temperature abuse.

Store food in food grade containers that are smooth, nonabsorbent and easily cleaned.(Styrofoam or plastic garbage bags may not be used.)

## **Proper Storage of Cleaning Aids**

Store cleaning aids away from food. All chemicals must be used according to label directions.

Properly label containers of poisonous or toxic materials for easy identification of content. Store them away from food, equipment, utensils and single service articles.

## **Food Handlers' Health (i.e.: cooks, wait staff, dishwashers)**

Food handlers must:

- Be excluded from the establishment if experiencing a foodborne illness such as salmonella, Typhi, Shigella, Escherichia coli or Hepatitis A virus.
- Be restricted, if experiencing diarrhea or intestinal illness that is not foodborne, from working with exposed food, or clean equipment, utensils, linen, and unwrapped single-service and single-use articles. Call the KCMO Health Department if you have questions.

- Keep hands free of open cuts or sores of any kind. Exclude these employees from food preparation unless lesions are covered with an impermeable finger cot or stall, and a single-use glove.
- Maintain good personal hygiene; wear clean outer garments and hair restraints. Follow good hygienic practices while engaging in food preparation or service.
- Have clean fingernails that are well trimmed. No fake nails or polish.
- Use no form of tobacco while engaged in food preparation or service, or while in areas of equipment or utensil washing.
- Avoid wearing dangling or excessive jewelry while preparing food.

## **Controlling Vermin**

Use pesticides approved for use in food establishments (Note: Household pesticides and toxic tracking powders are not allowed for use in a food stand). Use according to the manufacturer's label and store away from equipment, utensils and food to prevent contamination. All rodent bait stations must be contained.

Sticky fly paper is allowed, but do not locate over food preparation and serving areas; over displayed food; or over utensil washing sinks.

## **Consumer Advisory**

If serving raw or under-cooked animal foods to public, a consumer advisory must be implemented. Please contact your health inspector for details.

The intent of Consumer Advisory is to assure that all consumers are informed properly about the increased health risk to vulnerable populations of eating raw or undercooked animal foods.

Young children, elderly persons and individuals with weakened immune systems are especially vulnerable.

## **Approved Food Source**

Home canned and home-prepared foods are not acceptable. Food must be prepared in the temporary food stand or at a commercial facility approved by the KCMO Health Department.

Documentation of purchase place and/or preparation place must be made available by operators of the stand upon request by the health inspector.

## **Proper Food Handling / Proper Storage**

Install non-absorbent food preparation and cutting surfaces that are smooth and easily cleanable. Approved surfaces include acrylic, stainless steel or hard maple butcher block surfaces.

# **Food Safety**

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Protect by covering or wrapping food that will be placed in the refrigerator, hot-holding unit, or in dry storage. When cooling hot food in the refrigerator, keep lids ajar until food cools to 41°F.

Store food products at least 6 inches off the floor or ground surface.

Store all single-service utensils in their original closed container or effectively protect from dust, insects, and inclement weather. Keep them at least 6 inches off the floor or ground.

Be certain to date and label ready-to-eat refrigerated food when opened or at time of preparation if holding more than 24 hours, indicating that it must be:

- Consumed or sold within 7 days
- Discarded after 7 days
- Frozen within 7 days

If freezing:

Food must be dated/labeled before freezing to indicate length of time food was opened or in preparation, and length of time held in refrigeration.

Food must be dated/labeled after thawing to indicate it is to be discarded after 7 days, including days prior to freezing.

Discard undated ready-to-eat refrigerated food when held for more than 24 hours after opening or preparing.

## **Avoid cross-contamination of foods:**

Do not mix or use the same bowls and utensils when preparing raw foods and foods that will not be cooked before serving.

Store raw food, especially meats, below or away from foods that will not be cooked before serving. If using chest type coolers, store raw and ready-to-eat foods in separate coolers.

Use separate cutting boards for meat, poultry, raw fruits and vegetables, or wash, rinse, and sanitize between uses.

Wash exterior surfaces of raw fruits and vegetables.



## Proper Cooking

Cook throughout and without interruption:

- **Poultry, poultry stuffing, stuffed meat and stuffing containing meat** to 165°F for 15 seconds
- **Ground beef/hamburger** to 155°F for 15 Seconds
- **Uncooked brats or polish sausage** to 155°F for 15 seconds
- **Whole pork, beef roasts, and ham** to 145°F for 4 minutes
- **Pork chops/ribs** to 145°F for 15 seconds
- **Fish** to 145°F for 15 seconds
- **Raw shell eggs** prepared for immediate service to 145°F for 15 seconds
- **Fruits and vegetables** cooked for hot holding to 140°F

### Cooking Tip:

Whenever possible, cook foods at a permitted facility prior to event (especially foods that take multiple steps to prepare).

## Proper Temperature Control

Use an approved metal-stemmed food thermometer, which reads 0–220°F on the dial.

Check temperatures while cooking and holding hot and cold foods.

Provide mechanical refrigeration when holding \*potentially hazardous food more than 2 hours. Keep food at 41°F or below.

For food that is held less than 2 hours, approved “blue ice” may be used in insulated portable chest coolers to keep food at 41°F or below.

Rapidly reheat leftover potentially hazardous food to 165°F for 15 seconds before being served or put into hot holding units. Most steam tables and crock-pots are not designed to quickly reheat food and may not be used for this purpose.

Keep hot held foods at 135°F or above.

Thaw foods properly:

- In refrigerator - 41°F or below
- Under cold running water - 70°F or below
- In microwave oven - on defrost or low when an uninterrupted cooking process immediately follows.

\* **POTENTIALLY HAZARDOUS FOOD** is food consisting in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea or other products, or synthetic ingredients capable of supporting rapid or progressive growth of infectious or oxygenic micro-organisms.

Examples: hamburger, hot dogs, chicken, deviled eggs, custard, oysters, refried beans, cooked rice, cut melons.

## **Proper Cooling**

Hot foods must be cooled from 135°F to 70°F in 2 hours and from 70°F to 41°F or below in 4 hours.

To aid in cooling use an ice bath and stir frequently before refrigerating.

Refrigerate in clean, shallow pans. Keep lids ajar until the product is completely cooled to 41°F or below.

Check temperature frequently and do not nest pans on top of each other.

Unpackaged food may not be stored in direct contact with un-drained ice.

## **Ice Used for Consumption**

Use a metal or plastic scoop to dispense ice.

Keep ice for consumption separate from ice used to cool cans or bottles. Ice used for cooling cannot be used as ice for consumption. Do not store food in ice for consumption.

Store ice 6 inches off the floor or ground to prevent contamination from dust, splash and other hazards.

Do not store food in ice for consumption.

# Event Coordinator/ Food Vendor

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## C H E C K L I S T

- ✓ Provide a list of all participating vendors, as well as a map depicting locations of food service booths.
- ✓ Ensure that vendors are set up and ready to go with all requirements met at least one hour prior to the event's start time.
- ✓ Schedule a meeting with the Health Department to go over food safety requirements (**Note:** walk-in will **not** be accepted).

\*It is recommended that all application forms and processing fees must be completed at least 30 days prior to the event.

- ✓ Ensure that all vendors preparing, assembling, or serving foods have obtained an application for a temporary food permit.
- ✓ Ensure that any beverage vendor pouring drinks or adding ice to cups has a permit for the event. These booths **will** be required to have overhead

protection for any food stored which is exposed to outside.

- ✓ For events lasting more than one day, “a central clean-up facility” approved by the KCMO Health Department is required. This facility will, at a minimum, have: potable hot/cold running water under pressure, sewage disposal, a three compartment sink with drain boards, hand washing sink with soap and paper towels, sanitizer with test kit, and proper floors, walls and ceilings.
- ✓ Ensure that hand washing facilities are provided for vendors, (i.e. hot water, soap, and disposable towels).
- ✓ Ensure sanitizing solution buckets for wet wiping wash cloths are provided for vendors.
- ✓ Ensure that trash receptacles (covered) are provided for vendors.
- ✓ Ensure that tents / screens are provided for outside events (if any food prep or assembly is on site).

**Individual vendors are ultimately responsible for meeting all food safety requirements.**