



Temporary Food Service Permit Application

Applications for temporary food permits *must* be received 7 days prior to the event.

Name of Organization _____

Mailing Address _____ City _____ State _____ Zip Code _____

Operator's Name _____

Phone Number _____

Email _____

Type of Permit Needed

- Not for profit organization (no cost, need copy of tax-exempt letter)
- One Time Event (\$35, for events up to 14 consecutive days.)

Event Information

Name of Event

Date of Event

Place of Event

Time of Event

Menu

List all foods and where they were purchased:

Will all foods be prepared at the temporary food service booth? Yes. Fill out section B. **Food cannot be prepared or cooked at home.**
 No. Fill out section A and B.

For sections A and B: List each food item and which preparation procedures will occur.

SECTION A: AT THE APPROVED KITCHEN

Food	Thaw	Cut or Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Packaging

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SECTION B: AT THE BOOTH

Food	Thaw	Cut or Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Packaging

Booth Sketch

Draw in the location and identify all equipment including handwashing facilities, dishwashing facilities, ranges, refrigerators, worktables, food and single service item storage, etc. If this is a RCHD approved kitchen you do not have to sketch the booth.



Site

Describe the walls, floors, and ceiling surfaces



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Liability Waiver for Temporary Food Service Operations

I, _____ representing _____
Applicant's Name *Name of Organization*

have received, read, and understand the Temporary Food Service Operating Rules provided by the Randolph County Health Department, Environmental Health Services. I agree to assure that all food workers operating our temporary food stand or event will read and follow these rules.

Applicant's Signature *Name of Organization*

Office Use Only	
<input type="checkbox"/> Approved _____ <i>Permit Number</i>	
<input type="checkbox"/> Disapproved for following reason: _____ _____ _____	
Copy and/or permit to applicant: <input type="checkbox"/> In Person <input type="checkbox"/> Mailed	
_____ <i>Environmental Health Specialist</i>	_____ <i>Date</i>
Amount of payment _____	Date payment received _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check* <input type="checkbox"/> Credit/Debit <input type="checkbox"/> Other _____	
<input type="checkbox"/> Bill Worksite _____	
Need to have DOB and Social Security # or Driver's License # on check.	

Temporary Food Service Operating Rules

Applications for temporary food permits *must* be received 7 days prior to the event.

Personal Hygiene

Do

- ✓ Wash your hands often. Wash with soap and warm water before starting to work, and after using the toilet, smoking, eating, sneezing, coughing, touching your face, between handling raw and cooked food, and handling garbage.
- ✓ Remove all jewelry.
- ✓ A handwashing station can be set up using a large drink thermos of warm water, soap, paper towels, and a catch bucket (this is a requirement).
- ✓ Wear clean clothes and a hair restraint (hair net, hat, etc.) Keep long hair under the hair restraint.

Don't

- ✗ Handle food if you have a cold, diarrhea, or open cuts or sores.
- ✗ Use a cloth towel for wiping hands.
- ✗ Touch your scalp or face while preparing food.
- ✗ Lick your fingers or eat during food preparation.
- ✗ Wear a bandage on your hand. Cover it with a disposable glove.
- ✗ Smoke in the booth

Food Preparation and Service

Do

- ✓ Prepare all foods in the booth or a Randolph County Health Department approved kitchen.
- ✓ Use only food and ice from approved sources.
- ✓ Wash all fruits and vegetables.
- ✓ Use suitable utensils or disposable gloves whenever preparing or serving food.
- ✓ Thaw under refrigeration, in cold running water (70°F or below), as part of the cooking process, or in the microwave when cooking will follow immediately.
- ✓ Use a metal stem thermometer, with a range of 0°F - 220°F, to measure temperatures of hot and cold foods.
- ✓ Use prechilled ingredients to make salads, sandwiches, and other cold foods.
- ✓ All potentially hazardous foods* must be kept below 41°F or above 140°F at all times. Pre-cooked foods must be re-heated to 165°F before serving. Equipment must be provided for maintaining these temperatures at all times.
- ✓ All food must be cooked in accordance with the Missouri Food Code. Required internal cooking temperatures for the following potentially hazardous food are:
 - Ground beef-155°F - Beef-140°F
 - Chicken-165°F - Pork-145°FRefer to the Missouri Food Code §§ 3-401.11 – 3.401.13 a for all other cooking temps and time requirements: <https://health.mo.gov/safety/foodsafety/pdf/missourifoodcode.pdf>

*Potentially hazardous food" includes an animal food that is raw or heat-treated; a plant food that is heat-treated or consists of raw seed sprouts; cut melons; cut leafy greens; cut tomatoes or mixtures of cut tomatoes that are not modified in away so that they are unable to support pathogenic microorganism growth or toxin formation; and garlic-in-oil mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation.

Don't

- ✗ Use home canned or prepared foods.
- ✗ Hold potentially hazardous food at room temperature.
- ✗ Touch ready-to-eat foods with bare hands
- ✗ Use crock-pots for cooking
- ✗ Thaw potentially hazardous food at room temperature.
- ✗ Save leftovers.

Food Service Operating Rules, con't.

Food Storage and Display

Do

- ✓ Provide hot holding equipment to keep potentially hazardous foods hot.
- ✓ Store all food at least 6 inches off floor.
- ✓ Provide individual packets or dispensed condiments.
- ✓ Store all foods in original or other approved containers.
- ✓ Cover food to protect it from contamination. Wrap or provide sneeze guards for displayed food.
- ✓ Rope off or segregate barbecue areas from customers.
- ✓ Sprinkle one or two capfuls of bleach over ice to provide a chlorine residual of 10 ppm when storing canned and bottled beverages in ice.

Don't

- ✗ Store raw foods with or above cooked foods.
- ✗ Store containers of food & ice chests in the sun.
- ✗ Use sterno for hot holding of food.
- ✗ Use home canned or prepared foods.
- ✗ Store packaged foods in undrained ice.

Equipment and Utensils

Do

- ✓ Store dispensing utensils in the food with the handle up, clean, and dry or in a clean bleach water solution of 100 ppm (1/2 tsp/qt.).
- ✓ Display single service utensils so handles are presented to the customers.
- ✓ Provide equipment capable of maintaining hot foods hot and cold food cold.
- ✓ Use utensils and equipment in good repair that can be easily cleaned.
- ✓ Use only hard wood (maple, oak) or approved plastic cutting boards.
- ✓ Store equipment, utensils and single service items at least 6 inches off the floor.
- ✓ Store utensils covered, inverted or in cleanable containers to prevent contamination.

Don't

- ✗ Use enamelware or soft wood utensils.
- ✗ Reuse single-service items.
- ✗ Reuse cans or plastic bags for food storage.
- ✗ Use galvanized wire or racks for barbecuing.

Water and Wastewater

Do

- ✓ Provide water from an approved source.
- ✓ Wastewater shall be disposed of through an approved sanitary sewage system.
- ✓ Wastewater holding tank must be 15% larger than water supply tank.

Don't

- ✗ Dump wastewater onto the ground or in the street.
- ✗ Reuse containers that had other products in them for potable water (drinkable water).

Food Service Operating Rules, con't.

Cleaning and Dishwashing

Do

- ✓ Use three sinks to wash, rinse, and sanitize all utensils.
- ✓ Use large enough sinks to completely immerse your utensils.
- ✓ Scrape soiled utensils before washing
- ✓ Wash with hot water and detergent in the first sink. Rinse in clean hot water in the second sink.
- ✓ Sanitize using 50 ppm bleach water in the third sink (using 1 tsp. of bleach per gallon of water).
- ✓ Leave utensils in the sanitizer for at least 7 seconds.
- ✓ Air dry.
- ✓ Change water often to keep it clean.
- ✓ Clean and sanitize cutting boards and utensils every 4 hours.
- ✓ Wash, rinse, and sanitize cutting boards between cutting up raw and cooked foods or different kinds of raw meats.
- ✓ Use wiping cloths with sanitizer (50 – 100 ppm) to regularly wipe work surfaces.
- ✓ Use chlorine test strips to check sanitizing concentrations of wiping cloth solution and during dishwashing.

Don't

- ✗ Use a towel to dry utensils.
- ✗ Make your sanitizers too strong or too weak.
- ✗ Use detergent in wiping cloth sanitizing solution.

General Sanitation

Do

- ✓ Keep cleaning supplies away from food and single service items.
- ✓ Label all cleaning supplies, including spray bottles so they can be identified.
- ✓ Keep the booth clean.
- ✓ Keep the floor clean and dry.
- ✓ Provide garbage containers with lids both inside and outside the booth and keep them clean.

Don't

- ✗ Leave garbage in the booth overnight.
- ✗ Use or store pesticides in the booth.
- ✗ Store mops or other cleaning tools with food.

Premises

Do

- ✓ Must have overhead protection.
- ✓ Must be fully enclosed if booth is operated more than 1 day.
- ✓ Screening material that is at least (16) mesh-to-the-inch or plastic may be used for the walls.
- ✓ The floor of the booth should be hard, smooth and constructed of an easily cleanable surface.
- ✓ All food preparation, food storage, and service must be done within this enclosed area.

Don't

- ✗ Allow unauthorized personnel in your booth.
- ✗ Allow animals where food is prepared or served.

Temporary Handwashing Station

Proper hand washing is critical to prevent foodborne illness. Hands must be washing before starting work, after handling raw meat, after using the restroom, and any other time hands become soiled.

The hand was station must be setup prior to beginning food preparation or service, and should be located so it is easily accessible and convenient for all food workers.

Easy Setup for a Temporary Handwashing Station

Required Items

- Five gallon or larger insulated container with a continuous flow spigot or spout
- Five gallon bucket for discard water
- Paper Towels
- Hand Soap
- Warm water (100°F to 120°F)
- Trash Can

Setup

1. Fill container with spigot or spout with warm water.
2. Setup a table to house the handwashing station.
3. Place the container with spigot or spout on table.
4. Place soap and paper towels on the table.
5. Place the discard water bucket under the spout.
6. Place a trash can close for easy use.

When to Wash Your Hands Before

- Starting work
- Changing gloves

After

- Using restroom
- Sneezing
- Coughing
- Touching raw food
- Touching face or hair
- Eating or drinking
- Emptying garbage
- Smoking
- Any chance of contamination

✗ Hand sanitizers do not replace handwashing.

