



Town of Medfield - Board of Health
459 Main Street, Medfield, MA 02052
508/906-3006

TEMPORARY FOOD EVENT OPERATIONS

Please include this form with your application.

Application Submit a completed temporary food establishment application to the Medfield Board of Health a minimum of 30 days prior to the event

FOOD & UTENSILS STORAGE AND HANDLING

Dry Storage Keep all food, equipment, utensils and single service items stored above the floor/ground on pallets or shelving, and protected from contamination.

Cold Storage Use refrigeration units or insulated containers (replenishing ice as needed) to keep potentially hazardous foods at or below 41°F.

Hot Storage Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.

Thermometers Use a food thermometer to check temperatures of both hot and cold potentially hazardous foods. **You must stock a stem thermometer to ensure hot and cold holding temperatures during the temporary event.*

Food Display Protect food from customers handling, coughing, and sneezing by wrapping, sneeze guards, or other effective barriers.

Consumer Advisory Post consumer advisories for raw or undercooked animal foods, if you will be preparing/serving meat, fish, poultry, or eggs cooked to order at the event.
**Please request a "Consumer Advisory Notice" from the Medfield Board of Health if you do not have one.*

Food Preparation Food employees must use utensils (with long handles), disposable deli tissue, or disposable non-latex gloves to prevent bare hand contact with ready-to-eat food.

Protect all storage, preparation, cooking, and serving areas from contamination.

Obtain food from an approved source. **Potentially hazardous foods and perishable items may not be prepared in residential kitchens, these items must be prepared onsite or in a Board of Health permitted food establishment.*

PERSONNEL

Person in Charge There must be one designated person-in-charge at all times who is responsible for compliance with regulations. You must submit a copy of your Food Manager Certificate with your application if you will serve potentially hazardous foods.
**For more information on the food manager certification requirement, including whether or not your operation requires this certificate, please contact this office.*

Handwashing A convenient handwashing facility must be available for employee handwashing whenever handling unpackaged foods. This sink shall have warm running water, anti-bacterial soap, and disposable paper towels.

Health The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.

Hygiene Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service area.

CLEANING AND SANITIZING

Sanitizing Use a chlorine (bleach) or quats (ammonia) sanitizer for sanitizing all food contact surfaces, equipment and wiping cloths. Store sanitizer in a spray bottle or bucket that is labeled "sanitizer". **Appropriate test strips must be on hand during the event and will be used to confirm the correct concentration of the sanitizer at the time of the inspection.*

WATER

Water Supply An adequate supply of water shall be on site and obtained from an appropriate source. Water storage at the booth shall be in approved storage containers.

Wastewater Disposal Dispose of wastewater in an approved wastewater disposal system.

PREMISES

Floors Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors should be easily cleanable.

Walls & Ceilings Walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and, where necessary, flying insects. Walls should be easily cleanable.

Lighting Provide adequate lighting by natural or artificial means if necessary. Bulbs shall be shatterproof or shielded.

- Counters/Shelving** All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.
- Trash** Provide an adequate number of cleanable containers inside and outside the booth.
- Restrooms** Provide an adequate number of approved toilet and handwashing facilities. These facilities shall be accessible for employee use.
- Clothing** Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service and warewashing areas.

Comments: