



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.

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- ☐ **Application** Submit a completed temporary food establishment application to the Medfield Board of Health a minimum of 30 days prior to the event
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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.
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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.*
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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.
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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.
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Comments: