

Temporary Vendor Guidelines
St. Joseph County Health Department
227 W. Jefferson Blvd. South Bend, IN 46601
574-235-9721 Fax number: 574-235-9497

Use these Temporary Food Establishment Guidelines to ensure your facility will have all of the necessary equipment and supplies in order to properly operate at the intended event(s).

ADMINISTRATIVE INFORMATION:

- Obtain and complete the temporary vendor application.
- The application along with payment must be submitted to the Health Department one week prior to the event.

NO EXECPTIONS

- Provide a copy of a Certified Food Handler certification, "if applicable."(410 IAC-7-22)

FOOD AND WATER SOURCES:

- Home canned food or foods prepared in an individual's home **will not be allowed.**
- Foods being offered for sale or for free shall be prepared on site or in a permitted establishment and transported in food storage containers.
- All foods and drinks being offered shall be purchased from approved sources.
- If needed, a hose used to connect to a water supply shall be constructed from food grade material and marked as such. The hose cannot be used for any other purpose.

FOOD PREPARATION AND HANDLING:

- A calibrated probe thermometer must be available during hours of operation.
- Potentially hazardous foods must be thawed, cooked, cooled, and reheated to proper temperatures.
- Cold foods are to be maintained at 41°F or below. Hot foods must be maintained at 135°F or above.

FOOD PROTECTION:

- Proper utensils must be used to handle ready-to-eat food products. (Buns, lettuce, cheese, etc.)
- Food products must be protected from potential contamination from customers and/or the environment.
- All food, utensils, equipment must be stored at least 6" off the ground.
- Condiments must be protected from contamination by being kept in approved dispensers or be provided in individual packets.
- All chemicals must be stored away from food, equipment and single serve items.
- Overhead protection must be provided for food preparation, beverage service, single use items, ware washing and hand washing areas.

UTENSILS/DISHWARE:

- Only single service/single use eating and drinking utensils can be used for serving food and drinks.
- Single use utensils must be placed in a container with the handles being presented to the customer.
- Straws/toothpicks must be either individually wrapped or dispensed individually.

ICE USE:

- ❑ Ice, which is to be offered to customers for consumption must be purchased from an approved source, be properly labeled and protected from contamination.
- ❑ If ice is being used as refrigeration, the water must be drained properly, not on the ground.
- ❑ Ice being used for consumption cannot be used to store cold food.
- ❑ To prevent contamination, ice bags cannot be dropped onto the ground to break the ice.

HANDWASHING FACILITIES:

- ❑ At least one (1) conveniently located and accessible hand-washing facility must be available.
- ❑ Hand washing stations must be supplied with warm water (100°F), soap and paper towels.
- ❑ Hand washing stations must be conveniently located and accessible at all times.
- ❑ If food is being prepared outside the main unit, a separate hand washing facility must be provided.

DISHWASHING FACILITIES:

- ❑ Temporary vendors must have available provisions to wash, rinse and sanitize all utensils, dishware and equipment. Example-three separate sinks, bus tubs.
- ❑ Utensils, dishware or equipment taken off site for cleaning shall be taken to owner's permitted establishment or commissary.
- ❑ Approved sanitizer and chemical test kit(s) must be provided and used.
- ❑ Wiping cloths used to wipe down food contact surfaces must be stored in a sanitized solution when not in use.

WATER AND WASTEWATER FACILITIES:

- ❑ If the unit is hooked up to a water supply, proper backflow back-siphonage device must be provided.
- ❑ Liquid waste must be disposed of in a sanitary manner and in accordance with all applicable laws.
- ❑ A sufficient supply of potable water must be provided for all necessary purposes.

HYGIENE AND PERSONAL CLEANLINESS:

- ❑ **Smoking, eating or drinking** is not permitted in food preparation or service area.
- ❑ Clothes must be kept clean. Do not wipe hands on clean cloths' or aprons.
- ❑ Effective hair restraints (hats or hairnets) must be worn. **VISOR CAPS** are not acceptable unless a hairnet is also worn. Those who have a beard must wear a beard covering.
- ❑ Hands must be washed immediately before engaging in food preparation, before placing gloves on and any other time when hands may have become contaminated.

INSECT CONTROL, TRASH, LIGHTING AND FACILITY SURFACES:

- ❑ Garbage and trash must be kept in non-absorbent, leak proof, washable receptacles with lids. Lids must be kept in place to prevent insects and birds from feeding off of the trash and garbage.
- ❑ Lighting must be provided and shielded.
- ❑ The units must be on asphalt or concrete. Not on grass or gravel.

You must meet all requirements as stated in 410- IAC 7-24 to be able to obtain a temporary permit.