



# Waupaca County Department of Health and Human Services

Health Services Division | Environmental Health Unit  
Food Safety & Recreational Licensing Program

## TEMPORARY FOOD SERVICE GUIDELINES



Use this guide as a checklist for stand construction and operation.

WAUPACA COUNTY ORDINANCE 10.08  
97.30, 254.61, Wis. Stats  
WI ADMIN CODE HFS 196

The following is a summary of requirements as required by the Wisconsin Food Code, Chapter 10. A copy of the food code can be obtained at: <http://www.dhs.wisconsin.gov/fsrl/codes/index.htm>



### STAND CONSTRUCTION

**ROOF AND SIDEWALLS:** No temporary restaurant may be operated without an approved roof and sidewalls to provide protection from splash, dust and inclement weather. Approved materials include: wood, canvas, plastic, etc.

**FLOORS:** Floors shall be maintained in sanitary condition. Dirt floors shall be covered with approved material, which will provide protection from splash and dust. Approved materials include: concrete, asphalt, wood racks or duckboards, plywood, etc. The use of saw dust or similar dust producing materials is prohibited.

**LOCATION:** No temporary restaurant may be located within 100 feet of a barn or enclosure housing animals or other source of odors or flies.

**SCREENING:** Unless approval has been granted to operate without screening, all food preparation, food holding areas, and utensil washing areas must be fully enclosed with fine mesh fly screening. Effective air curtains are also allowed.

**COOKING/SERVING AREAS:** All cooking and serving areas shall be protected from contamination. Cooking/grill areas shall be roped off or otherwise segregated from the public.



### WATER SUPPLIES

**APPROVED SOURCE:** All water use for food preparation, utensil cleaning and employee handwashing shall be from a safe approved source. Hot and cold water for utensil washing & handwashing must be provided.

**WATER UNDER PRESSURE:** Food stands preparing and serving potentially hazardous food shall have water under pressure for food preparation, cleaning and sanitizing equipment and utensils and for handwashing. A sink with at least 3 compartments shall be provided for manually washing, rinsing and sanitizing equipment and utensils. If a 3-compartment sink is not available, then all washing, rinsing, and sanitizing of utensils shall be done at a licensed facility approved by the department. Food stands shall have an ample supply of water available in the facility for hand washing, equipment/utensil cleaning and sanitizing.

**FOOD SERVICE LIMITATION:** When water under pressure is **not available**, temporary food stands are required to use single-service utensils and limit the types of foods service to those which do not require extensive use of multi-service food preparation utensils (i.e., hot dogs, bratwurst, frozen hamburger patties, prepackaged sandwiches).

**CONTAINERS:** Water supplies in food stands without water under pressure for food preparation, utensil cleaning and handwashing shall be stored in food grade containers which are smooth, easily cleanable, have tight fitting covers and used only for storage of potable water.

**HOT WATER:** An electric or gas heating devise is required to heat water for handwashing and utensil washing. An adequate supply of hot water shall be available.

**WATER HOSES:** All water hoses used to carry water for food preparation and handwashing purposes shall be constructed of food grade materials approved by USDA, FDA, and NSF. Hose connections must be elevated off the ground surface to prevent being submerged in contaminated water.

**BACK FLOW PROTECTION:** Water supplies that are connected to hoses shall be protected by an approved backflow prevention device.



## DEMONSTRATION OF KNOWLEDGE

**KNOWLEDGE:** The person in charge shall demonstrate to the inspector, upon request, knowledge as indicated in this guide.



## FOOD

**SOURCE:** All food prepared, sold or served to the general public shall be from an approved source acceptable to the department. Food must be prepared at the temporary food service booth or at a licensed facility approved by the department or agent health department. Documentation as to where food is purchased shall be available at all times. **Food preparation or food sales from a private home is not permitted.**

**DRY STORAGE:** All food, equipment, utensils and single service items shall be stored above the floor on pallets or shelving, and protected from contamination.

**COLD STORAGE:** Mechanical refrigeration units shall be provided to keep potentially hazardous foods at **41°F** or below if held for more than two hours. Ice in an effectively insulated container may be approved by the Sanitarian for the storage of potentially hazardous food held less than two hours for immediate service or preparation.

**COOKING:** Cook poultry & stuffed meats to **165°F**, ground raw beef to **155°F**, whole fish fillets and eggs to **145°F**, vegetables & commercially processed & packaged food to **135°F**. Potentially hazardous foods must be maintained at **41°F** or below. *See attached temperature guide – it is recommended to post this chart in the food stand for reference by food stand employees*

**HOT HOLDING:** Hot food holding units shall be used where necessary to keep potentially hazardous foods at **135°F** or above.

**REHEATING:** When permitted, cold potentially hazardous foods to be served hot must be rapidly heated to a temperature of **165°F** within two hours. Steam tables and crock-pots may not be used to reheat potentially hazardous food.

**CONSUMER ADVISORY:** When beef, eggs, fish, lamb, or shellfish that is raw, undercooked or otherwise not prepared to eliminate pathogens is offered in a ready to eat form, the operator shall inform the consumer with a written notice. A notice can be posted at a visible location on the food stand or with the menu.

**THAWING:** Foods must be thawed in refrigeration units, completely submerged under running water, or in the microwave as part of the cooking process.

**FOOD DISPLAY:** All food shall be protected from consumer contamination by the use of packaging, food shields, display cases or other effective means.

**CONDIMENT DISPENSING:** Condiments (i.e., sugar, cream, relish pickles, mustard, ketchup etc.) shall be served from individual packages or approved easily cleanable, multi-service dispensers, unless served by employees.



## UTENSILS AND EQUIPMENT

**CONSTRUCTION:** All equipment and utensils, including plasticware, shall be designed and fabricated for durability and shall be resistant to denting, buckling, pitting, chipping and considered easily cleanable.

**COOKING DEVICES:** Homemade-cooking devices, such as grills cannot be used unless approved by the department or agent.

**STORAGE:** All utensils and equipment must be stored off the floor and in a manner that protects them from dust, spillage and drippage and other sources of contamination.



## HANDWASHING

**REQUIRED FACILITIES:** When water under pressure is available, a single compartment stainless steel or porcelain sink with approved liquid waste disposal shall be provided for employee handwashing. When water under pressure is not available, handwashing facilities shall consist of a covered insulated container of at least five gallon capacity with a non self closing spigot or valve that allows a continuous flow of water over the hands. There must be a large enough container to catch the hand washing wastewater so as not to create a hazard.

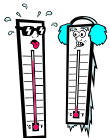
**SOAP AND TOWELS:** All handwashing facilities shall have suitable hand soap and a supply of single-service paper towels at all times.

**FREQUENCY:** Food workers shall thoroughly clean their hands and exposed portions of their arms before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and: after touching human body parts other than clean hands or arm; after using the toilet room; after handling any kind of animal; after coughing, sneezing, using a handkerchief, tobacco, eating, or drinking; after handling soiled equipment or utensils; when switching between working with raw food and working with ready-to-eat food; and after engaging in other activities that contaminate the hands.

**GLOVE USE:** Gloves may not be worn as a replacement for good handwashing practices. Hands must be thoroughly washed prior to wearing gloves and each time the gloves are replaced to prevent contamination.

**NO BARE HAND CONTACT WITH READY TO EAT FOODS:** Food employees may not have contact with ready-to-eat food with their bare hands. Food employees shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment when handling ready-to-eat food.

**HAND SANITIZERS:** Can not be used in place of handwashing.



## THERMOMETERS

**REFRIGERATORS:** Each cold storage/holding unit for potentially hazardous food shall have a thermometer to accurately measure the air temperature of the unit. Refrigerators must be able to maintain a temperature of 41°F or below.

**METAL STEM THERMOMETER:** A metal stem thermometer shall be provided where necessary to check the internal temperatures of both hot and cold food. Thermometers must be accurate to  $\pm 2^\circ$  F, and have a minimum range of 0 - 220° F.



## PERSONNEL

**HEALTH:** Food employees shall not have any open cuts or sores, or diseases transmittable by food. Specifically, employees with a fever, diarrhea, vomiting, jaundice, sore throat with fever or with a lesion containing pus such as a boil or infected wound that is open or draining may not be involved in the preparation or serving of food. If a food employee has been diagnosed with a food borne illness, they are not permitted to work at all.

**HYGIENE:** Food employees shall have clean outer garments, effective hair restraints, maintain a high degree of personal cleanliness and conform to good hygienic practices.

**EATING & TOBACCO USE:** Eating & tobacco use must be done only on employee's breaks. Areas designated for employees to eat, and use tobacco shall be located so that food, equipment, linens, and single-service and single-use articles are protected from contamination. After breaks employees must wash hands before returning to work.

## CLEANING AND SANITIZING

**SINKS REQUIRED:** When multi-use utensils are being used, hot and cold water under pressure, a three-compartment sink, IS REQUIRED. Sink compartments must be sized to accommodate 50% of the largest utensil to be cleaned and sanitized in the sink. When utensils are limited to tongs, spatulas and cutting boards, three dishpans of adequate size may be used for washing, rinsing and sanitizing.

**CLEANING PROCEDURE:** Utensils and equipment must be washed after each use in the following manner: 1)pre-wash (soak and scrap), 2) wash in good detergent, 3) rinse in clean water, 4) immerse in an approved sanitizer at required strength, 5)air-dry.

**APPROVED TEST KIT:** An approved test kit for the type of sanitizer used must be available and used for checking the concentration of sanitizer solutions.

**WIPING CLOTHS:** Cloths that are used for wiping food spills shall be used for no other purpose. Wet cloths must be stored in chemical sanitizer at concentrations specified by the manufacture. Dry cloths must be free of food debris and soil.



## SINGLE-SERVICE UTENSILS

**STORAGE:** All single service utensils shall be stored in the original closed container or effectively protected from dust, insects and other contamination.

**DISPENSING:** Unwrapped single-service straws, knives, forks, spoons and toothpicks etc. unless dispensed by an employee shall be displayed, and dispensed so that contamination of food and lip surfaces is prevented. Unwrapped single-service articles shall be presented so that only the handles are touched by employees and customers. All single-service paper cups shall be dispensed by means of a covered dispenser which provides protection to the interior and lip contact surfaces from dust and careless handling.



## ICE HANDLING/STORAGE

**DRINK ICE:** All ice intended for human consumption shall not be used for any other purpose.

**DISPENSING:** All ice used for human consumption shall be dispensed by the use of suitable scoops to prevent contamination. Between uses dispensing scoops shall be stored in the ice with the handle extended, clean and dry on a clean surface or by other approved method to prevent contamination.

**STORAGE:** All ice used for human consumption or cooling shall be stored off the floor and in a manner that prevents contamination from dust, splash, drippage or other contamination.

**LABELING:** Containers of sanitizers, and poisonous or toxic materials shall be prominently and distinctly labeled for easy identification of contents.

**STORAGE:** When not being actively used sanitizers, and toxic or poisonous materials shall be stored in cabinets or in a similar physical separate place located to prevent contamination of food, equipment, utensils and/single-service articles.

## WASTEWATER DISPOSAL

**CONNECTION TO APPROVED SYSTEM:** Connection shall be made to an approved sewage collection system when such a system is available.

**WASTEWATER STORAGE/DISPOSAL:** When an approved system is not available, each temporary restaurant shall provide a container of sufficient size for collection of liquid wastewater. Wastewater storage containers shall be emptied when necessary in to a sanitary sewer. If a public sewer is not available, wastewater disposal shall be at a location that will not create a fly, odor or nuisance problem. Liquid waste containers shall be maintained in a sanitary condition and emptied as needed to prevent a nuisance.

## GARBAGE AND REFUSE

**STORAGE:** Garbage and refuse shall be kept in durable, disposable or cleanable, insect-proof containers that do not leak and do not absorb liquids. Containers used in food preparation areas and utensil washing areas shall be kept covered.

**REMOVAL:** Garbage and refuse shall be routinely removed from the immediate area around the temporary restaurant to prevent the attraction of flies and the creation of odor and nuisance problems.

## TOILET FACILITIES

**AVAILABILITY:** Approved toilet facilities for each sex shall be provided in accordance with Com.55.32 which states the following requirements: 1 toilet for each 75 males, 1 urinal for each 50 males, 1 toilet for each 30 females.

**DISTANCE TO TOILET FACILITIES:** Toilet facilities must be provided within 400 feet.