



ENVIRONMENTAL SERVICES

Environmental Health - FOOD

GUIDELINES FOR TEMPORARY CATERING OUTLETS

Notification, Structure and Operation Guide

GUIDELINES FOR TEMPORARY CATERING OUTLETS

The following information has been developed to assist temporary caterers to provide suitable conditions for the storage, preparation and sale of food to the public.

Environmental Health and Council by-law provisions may restrict or impose certain conditions on the operators of temporary catering outlets and Council MUST be notified, and the appropriate Food Premises Notification Forms completed, at least 10 business days before the intended operation date of the outlet. Anyone who offers food for sale is obliged to comply with the requirements of the Food Act 2001, the Food Regulations 2002 and the Australia New Zealand (FSANZ) Food Safety Standards.

Temporary food stalls can pose a higher risk to consumers than takeaways and restaurants due to their temporary nature. Therefore it is important to ensure you follow these guidelines closely when setting up and operating a temporary food stall. That way you can ensure you are providing your customers with safe food.

This guide is based on FSANZ standards and will provide adequate information to set up and operate your food stall.

*Under Section 86 of the South Australian Food Act 2001 you MUST complete and submit to Council a **Food Premises Notification Form** at least 10 business days before the intended operation date of the outlet or permission to trade may be withheld.*

A copy of the Food Premises Notification Form is available online at:

http://www.pirie.sa.gov.au/webdata/resources/files/Food_Premises_Notification_Form.pdf

SKILLS AND KNOWLEDGE

All persons undertaking food handling operations are required to have appropriate skills and knowledge in line with their role in the food handling and preparation chain of events.

Event organisers are obliged to ensure that all food handlers have the necessary skills and knowledge they need to handle food safely. Should you require any further details or advice in relation to the skills and knowledge component please contact your Environmental Health Officer (EHO).

TEMPORARY CATERING OUTLET CHECKLIST

A checklist has been developed to ensure the correct set up and operation of temporary catering outlets. A copy of this checklist is at the back of this guide. Use the checklist each time you set up and operate your outlet. It will help to ensure that you have all the correct equipment, adequate structure and adequate facilities along with following proper hygiene practices.

STALL DESIGN AND STRUCTURAL STANDARDS

If you are planning to operate a catering outlet, visit the proposed site to ensure it is suitable before you commence operations.

Structure and location

- The outlet should consist of sides (walls) and a roof where practical. This will help to protect the food from contamination. The material used should be something that will not absorb grease and be easily cleaned.
- The floor of the outlet should be easy to keep clean. In some cases where the ground may pose a risk to food safety additional flooring, or ground cover, may be necessary.
- Tables and benches are to have good support and be covered with a material that is easy to keep clean.

Washing facilities

- Separate hand washing and utensil washing facilities are to be provided. Set up two containers (around 20 litres by volume) fitted with taps. Label each container, one 'Hand washing only' and the other 'utensil washing only'.
- Hot water and/or sanitiser are to be available for cleaning.
- Liquid soap and paper towels are to be provided for hand washing.
- All cooking utensils are to be removed from the site at the end of the day and thoroughly cleaned and sanitised in dishwashing facilities connected to hot water (@ $\geq 77^{\circ}\text{C}$) or using the double bowl sink method.

Cooking

- All cooking and hot food storage equipment is to be located under cover.
- If cooking equipment is located at the front of the outlet, provide a sneeze barrier to protect the food. Locate any BBQ away from close proximity to the public, i.e. Back of the outlet. Remember, a BBQ can pose a danger to the public, especially young children.
- A dry chemical fire extinguisher of suitable capacity must be placed in the outlet if cooking is conducted within the outlet.

Waste

- Provide a refuse container with a fitted lid and bin liner for the disposal of waste and label 'refuse only'. Clean and empty the bin daily or when full
- All waste oil must be placed into a suitable container such as the original and removed at the end of the event. Larger amounts should be removed by a licensed waste contractor.
- Waste water is to be stored in a container and labelled 'Waste water only' and disposed into a sewer. (*May require SA Water Approval*).

Equipment

- Mobile refrigerators/cold rooms will be needed to store the bulk of your high-risk food for the day.
- Insulated containers such as eskies packed with ice can be used for storing small amounts of food waiting to be cooked. *(Subject to strict temperature monitoring & control)*
- A thermometer must be kept on site and used to regularly check the temperature of hot and cold foods. *(Electricity supplies at temporary events can be unstable and cut out without operators knowing. Checking the thermometer regularly and recording temperatures will alert you to any potential problems).*
- Food found not being stored at the correct temperature may be investigated by a Council officer and seized to prevent sale. Therefore temperature records are essential to prove your food has been kept at the correct temperature.

WHEN HANDLING FOOD ALWAYS ASK YOURSELF

Am I protecting the food from contamination?
Am I maintaining the food at the correct temperature?

OPERATIONAL REQUIREMENTS

Temperature Control

Effective temperature control is one of the most important ways to minimise the growth of bacteria and the risk of food poisoning.

Temperature control tips

1. **Delivery:** always check that food is at the correct temperature when delivered, either below 5°C or above 65°C. Use a thermometer, such as one with a metal probe.
2. **Storage:** never reheat food in a bain-marie. These should only be used to store hot food, which should have an internal temperature of above 60°C.
3. **Regularly check and record temperatures** of refrigerators, freezers and refrigerated display units.
4. **Preparation:** keep food temperatures out of the danger zone (5 – 60°C) by planning your time, menu, cooking, and storage in advance.
5. **Thawing:** Never thaw food at room temperature. Food should be thawed in a refrigerator or cold room at 5°C. If time is limited, thaw food in a microwave. Always thoroughly thaw food such as poultry before cooking.
6. **Cooking:** thoroughly cook meat and poultry dishes. Bacteria found naturally in meat and poultry, such as Salmonella, will be destroyed when cooked to temperatures over 60°C.
7. **Cooling:** cool food rapidly to 5°C within four hours. Cool food slightly at room temperature for no more than 20 minutes, then place in the cold room below 5°C.
8. **Reheating:** reheat food quickly, and in small quantities, to at least 70°C to stop bacteria growing.
9. **Display:** make sure cold food is at 5°C or below, and hot food is at 60°C or above, before placing in the display unit or salad bar. Do not overload the display unit and do not display sandwiches and cream cakes on the counter or at room temperature.

Personal Hygiene

It is essential that people handling food use high standards of personal hygiene.

Hand washing is a vital part of personal hygiene. Personal hygiene tips when working with food include:

- Wash hands regularly even if you use gloves and utensils, you still must wash your hands and keep them clean;
- Have a separate hand wash basin in every food preparation area;
- Don't wear jewellery on hands and wrists, as bacteria can become caught in jewellery and contaminate food;
- Tie back or cover hair;
- Keep fingernails short, clean and without nail polish: cracked and long nails can harbour bacteria and nail polish can flake into food;
- Wash uniforms, smocks or aprons daily;
- Cover cuts and sores with waterproof, brightly coloured bandaids. They can be seen in the food if they fall off and the food can then be disposed of;
- Don't prepare food when you are ill, particularly if you have cold symptoms, vomiting, diarrhoea, or skin infections on your hands;

Cross Contamination

Cross contamination occurs when food becomes contaminated with bacteria from another source. Cross contamination causes about 20% of all food borne illness outbreaks. Some ways to prevent cross contamination include:

- Use separate cutting boards for raw and cooked food (colour or label boards to remember their purpose);
- Prepare raw and cooked foods in separate areas;
- Wash raw fruits and vegetables thoroughly to remove soil and contaminants before cutting;
- Clean and sanitise equipment and utensils after cutting raw meat and before preparing cooked or raw food;
- Clean and sanitise preparation benches and sinks between different tasks and at the end of each day;
- On cold room shelves, store raw meats beneath and separate to cooked meats, vegetables and fruits;
- Always wash your hands with soap and water or change gloves after carrying out different tasks;
- Cover all food to prevent contamination;
- Allow dishes to air dry rather than using a tea towel that could be contaminated;
- Throw away cracked or chipped crockery as bacteria can hide in cracks and contaminate food.

Cleaning

Cleaning and sanitising cooking utensils and equipment used to prepare food is essential for the safe operation of any food business.

Cleaning is the removal of visible dirt, grease and other material. Sanitising is the use of heat or chemicals to reduce bacteria. Neither method removes or kills all bacteria.

- Clean and sanitise all cutting boards and preparation benches after each use, particularly when changing from preparing raw to cooked foods;
- Store cleaning products away from food;
- Use different cloths for cleaning different types of food areas and equipment;
- Soak cleaning cloths in sanitiser on a daily basis.

Waste Management

It is important to ensure your rubbish is adequately protected from pests and does not create an odour problem. Some Waste Management tips include:

- Choose bins large enough to hold all of your rubbish;

- Make sure your bin has a lid that fits. This will prevent pests from accessing the waste and transferring dirt and diseases from the bin to clean benches or crockery in your kitchen;
- Don't let your rubbish sit rotting. Waste should be removed regularly.

What is the best way to serve taste samples?

When serving, it is important to keep the food protected from all the different types of contamination. Ways to protect food from contamination include:

- Provide single serves of the food sample. Use disposable products such as cups, spoons, toothpicks to minimise handling by the customer;
- Provide a physical barrier, such as Perspex, between the customer and the food display small quantities, so food samples have less time to become contaminated;
- If required, keep the food samples hot or cold. Some samples may be kept out of temperature control if the time and temperatures are carefully monitored;
- Supervise to ensure that customers do not re-dip spoons or other items;
- Provide litter containers so customers can dispose of single use items;
- Use tongs and gloves when you handle samples;
- Have a sign stating "no double dipping, single serve only".

LABELLING

Under the Australian New Zealand Food Authority (ANZFA), all packaged food must be labelled. Exemptions ONLY apply to:

- unpackaged food
- whole or fresh cut fruit and vegetables
- food sold at fundraising events
- food packaged in the presence of the purchaser
- food made and packed on the premises from which it is sold

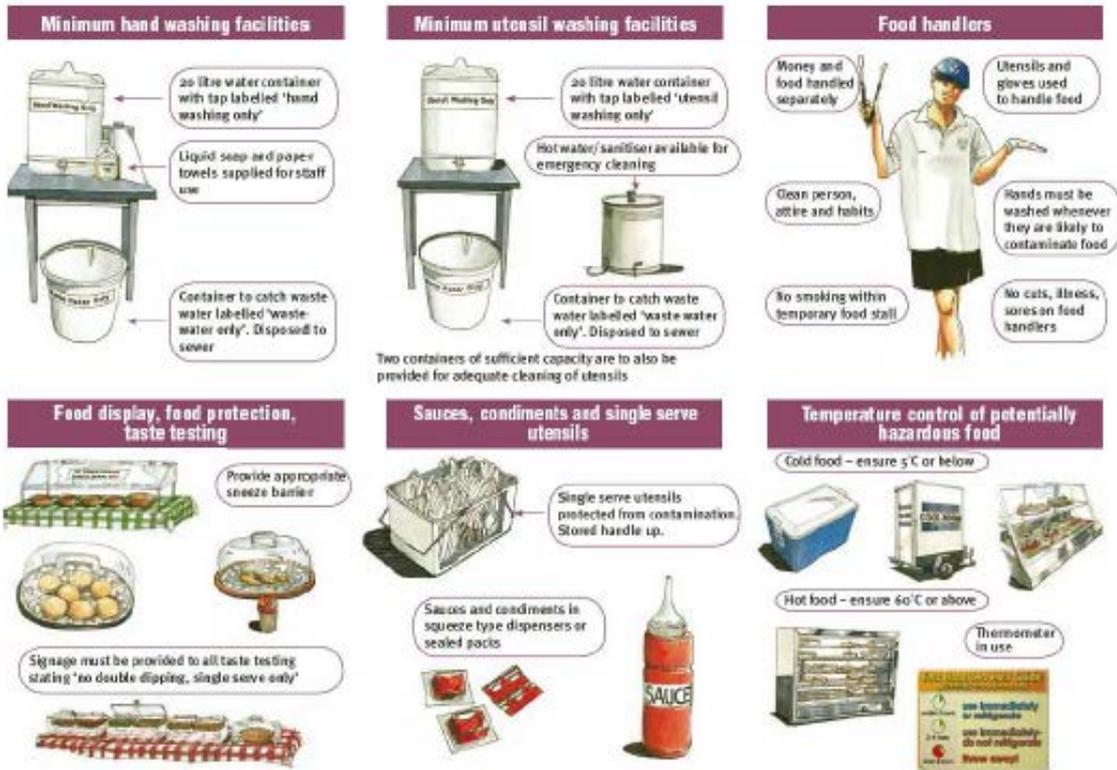
Although these exemptions apply, businesses must be able to inform the public of the contents of food either verbally or in writing if requested.

For further information on labelling requirements contact Health SA on 8266 7100 or visit <http://www.dh.sa.gov.au/pehs/food-index.htm>

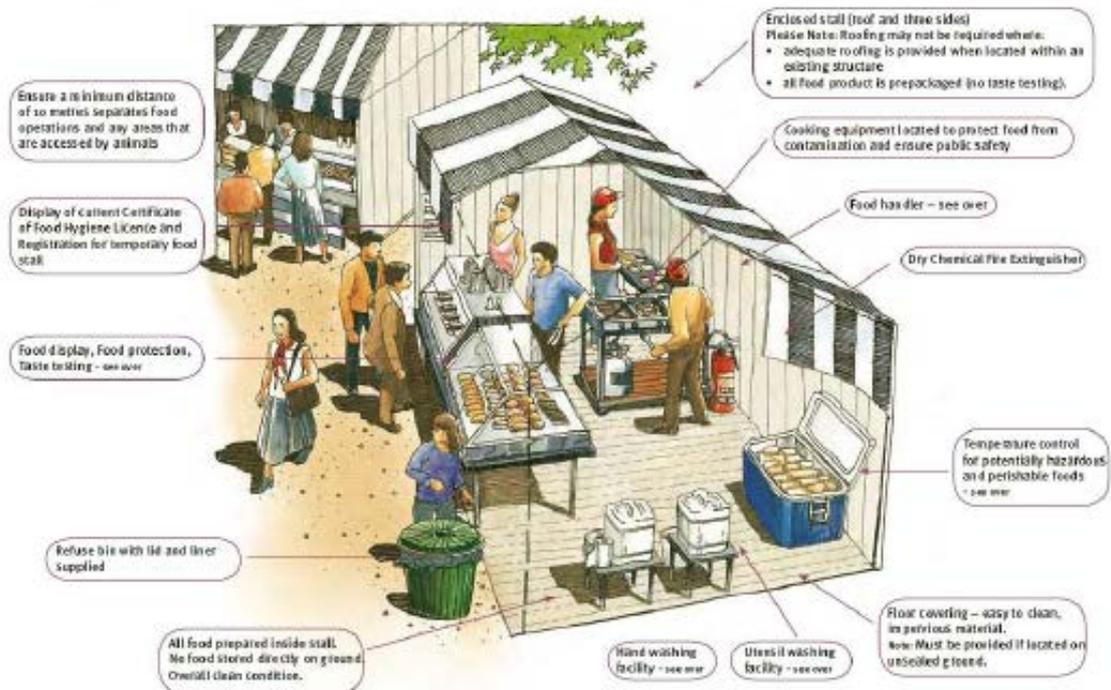
YOUR CATERING OUTLET WILL BE SUBJECT TO INSPECTION

Council's Environmental Health Officer may inspect the outlet at any time whilst it is in operation.

DIAGRAM OF FOOD STALL SET UP



ARTIST'S IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



| TEMPORARY CATERING OUTLETS CHECKLIST | | | |
|---|--|--|--|
| <i>This checklist has been designed for operators to use each time they set up a temporary catering outlet, to help ensure you understand your obligations.</i> | | | |
| LEGAL REQUIREMENTS | | SERVING | |
| <ul style="list-style-type: none"> • Completed Council "Food Premises Notification" • Read "Guidelines For Temporary Catering Outlets" | | <ul style="list-style-type: none"> • Money and food handled separately • Tongs, spoons, spatulas, gloves used to handle food | |
| STRUCTURAL | | <ul style="list-style-type: none"> • Disposable eating and drinking utensils used | |
| <ul style="list-style-type: none"> • Covered cooking area | | <ul style="list-style-type: none"> • Sauces, condiments are in squeeze type dispensers or sealed packs | |
| <ul style="list-style-type: none"> • Barrier between outlet and public, particularly when hot box is used | | TASTE TESTING / DISPLAYING | |
| <ul style="list-style-type: none"> • Floor covering easy to clean | | Single serve utensils, sneeze guards | |
| <ul style="list-style-type: none"> • Cooking equipment located to protect food from contamination | | Signs stating 'No double dipping, single serve only' | |
| <ul style="list-style-type: none"> • Dry chemical fire extinguisher available for use | | PERSONAL HYGIENE | |
| TEMPERATURE CONTROL | | <ul style="list-style-type: none"> • Refer to Temporary Catering Outlet guide for personal hygiene requirements | |
| <ul style="list-style-type: none"> • Refer to Temporary Catering Outlet Guide for temperature requirements | | <ul style="list-style-type: none"> • Clean person, attire and habits | |
| <ul style="list-style-type: none"> • Potentially hazardous foods store within temperature control | | <ul style="list-style-type: none"> • No smoking in catering outlet | |
| <ul style="list-style-type: none"> • Thermometer in use | | <ul style="list-style-type: none"> • No cuts, illness, sores on food handlers | |
| <ul style="list-style-type: none"> • Temperature records kept | | <ul style="list-style-type: none"> • 20 litre water container with tap labelled 'Hand Washing Only' and bucket to collect water | |
| <ul style="list-style-type: none"> • Temperature control during transport | | <ul style="list-style-type: none"> • Liquid soap and paper towels supplied for staff use | |
| STORAGE | | GENERAL CLEANING | |
| <ul style="list-style-type: none"> • Food stored in clean and hygienic environment | | <ul style="list-style-type: none"> • Refer to Temporary Catering Outlet guide for cleaning requirements | |
| <ul style="list-style-type: none"> • Separate raw and cooked foods | | <ul style="list-style-type: none"> • Walls, floors, ceilings are clean | |
| <ul style="list-style-type: none"> • Food covered | | <ul style="list-style-type: none"> • Utensils and equipment cleaned and sanitised daily | |
| <ul style="list-style-type: none"> • No food stored directly on the ground | | <ul style="list-style-type: none"> • Hot water/sanitiser available for emergency cleaning | |
| PREPARATION | | <ul style="list-style-type: none"> • 20 litre water container with tap labelled 'utensil washing only' and bucket to collect water | |
| <ul style="list-style-type: none"> • Time taken to prepare food at the outlet kept to a minimum i.e. Within 2 hours | | <ul style="list-style-type: none"> • Overall outlet clean | |
| <ul style="list-style-type: none"> • All food prepared inside outlet | | WASTE MANAGEMENT | |
| <ul style="list-style-type: none"> • Raw and cooked food prepared separately | | <ul style="list-style-type: none"> • Refer to Temporary Catering Outlet guide for waste management requirements | |
| <ul style="list-style-type: none"> • Food protected by a physical barrier | | <ul style="list-style-type: none"> • Refuse bins with lid and liner supplied | |
| <ul style="list-style-type: none"> • All food prepared on tables | | <ul style="list-style-type: none"> • Wastewater stored in container labelled 'Waste eater only'. | |
| | | <ul style="list-style-type: none"> • Waste water disposed into sewer appropriately | |
| | | <ul style="list-style-type: none"> • Waste oil stored and disposed of correctly | |