

CITY OF CLEVELAND DEPARTMENT OF PUBLIC HEALTH

DIVISION OF ENVIRONMENT

75 Erieview Plaza, 3rd Floor

(216) 664 – 2300

Fax number (216) 664-4879



FOOD VENDOR GUIDELINES

SPECIFIC GUIDELINES AND INSTRUCTIONS FOR TEMPORARY FOOD SERVICE OPERATIONS AT SPECIAL EVENTS AND FESTIVALS

The following guidelines have been prepared by the Department of Public Health to insure that all Special Events and Festivals in the City of Cleveland, which include the handling and sale of food products, are conducted in a safe and sanitary manner. The Health Department's goal in developing these minimum guidelines is to protect the Health and Welfare of all the citizens and visitors of our City

Each Food Service Operator is responsible for adhering to the following guidelines:

PRE-EVENT

APPROVAL OF PLANS, EQUIPMENT & MENU:

At least 72 hours before opening a temporary food service or temporary food service or temporary retail food establishment. The operator, promoter, or a designated person shall provide the Department of Public Health at 75 Erieview Plaza, 3rd Floor, with a drawing showing the layout of the facilities and a letter of intent providing the following pertinent information:

1. The number of Food Service stands at the event.
2. List of foods to be prepared and served:
 - a. Potentially hazardous foods not prepared at the Temporary Food Service Operation shall be prepared in a licensed food service operation and transported to the temporary food service operation by a method approved by the Department of Public Health.
3. Source of food:
 - a. All food products **must** come from an approved supplier.

4. Hot Holding Facilities and Cold Holding Facilities:

a. All potentially hazardous foods shall be maintained at 41° F

or below, or at 135° F or above, by using a method approved by the Department of Public Health.

b. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods.

5. Hand Washing:

a. A hand washing facility or an alternate method approved by the Department of Public Health shall be available for employee hand washing.

6. Equipment and Utensils:

a. A three compartment sink system or another method approved by the Department of Public Health shall be provided or made available and used only for manual washing, rinsing, and sanitizing of equipment and multiple-use utensils. An approved sanitizer shall be used at the final rinse.

7. Support Facilities:

a. The operator or promoter shall demonstrate to the Department of Public Health that a safe water supply, sewage waste water disposal system, toilet facilities, as well as garbage and refuse disposal systems will be in place for the duration of the event.

b. Vendors are reminded that grease may not be discharged into the City's sanitary system.

8. Any other information requested by the Health Department.

LICENSING:

Before opening a temporary food service operation, all operators shall make application with the Division of Assessments and Licenses in Room 122 – City Hall (601 Lakeside), phone number 664 – 2264. For events with five or more participants, it is recommended that the promoter or a designated person acquire applications from the Division of License and Assessments and distribute them to the operators. The completed application and fees are to be returned to the Division of Assessments and Licenses by the promoter or the designated person. No one person shall be issued more than ten (10) temporary licenses per year. Temporary Licenses shall be effective for not more than five (5) consecutive days.

FEES:

The fee is \$100.00 for a commercial temporary food service license, \$50.00 for a temporary non-commercial food service license. The fee for a state mobile food service license is \$369.33. For samples, no fees are required.

NOTE: Each individual booth is required to obtain a temporary food service license and to adhere to the HEALTH DEPARTMENT'S GUIDELINES.

DAY OF EVENT

Health Inspectors will inspect each booth and food handling practices several times a day, each day of the event.

EACH BOOTH OPERATION MUST:

1. Have a temporary food service license. The license must be posted.
2. Have a proper and adequate method of refrigerating / heating foods to proper temperature.
3. Keep food covered at all times to protect from contamination by sources such as dust, dirt, flies and other debris.
4. All food must be stored off the ground.
5. All operations must have covered waste receptacles.
6. All operations must have some type of hand washing.
7. All operations must have access to toilet room facilities.
8. All operations must have heavy-duty wiring, if electrical appliances are used. This is to be installed so as not to create a safety issue / hazards.
9. Cook and serve foods under cover (tent or canopy) to minimize contaminations of foods. (Check with Fire Prevention).
10. Provide three (3) containers, one to wash, one to rinse, and one to sanitize all common utensils coming in direct contact with food,
 - a. Cutting Board
 - b. Pots
 - c. Dishes, etc.
11. Food employees may not contact ready-to-eat foods with their bare hands, they must either use approved utensils,
 - a. Spatulas
 - b. Tongs
 - c. Deli Tissue or
 - d. Single Use Gloves

(FOOD WORKERS MUST WASH THEIR HANDS BEFORE PUTTING ON GLOVES)

12. Food employees shall wear hair restraints.
13. All operations must have a probe thermometer.

REMINDER

Public Health Sanitarians will inspect each booth and will point out problems they see or concerns they might have. The staff will inspect all food handling booths several times per day.

EACH INDIVIDUAL BOOTH MUST HAVE A TEMPORARY FOOD SERVICE LICENSE.

For more information regarding temporary food service licensing requirements contact:

Joyce Macon, R.S., Special Event Coordinator, 216.664.4599

Raafeq Ali, REHS, Food Program Supervisor, 216.664.4925

Application for a License to Conduct a Temporary: (check only one)

Instruction:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application to:

- Food Service Operation
 Retail Food Establishment

**CITY OF CLEVELAND
 601 LAKESIDE ROOM 122
 Cleveland*, OH 44114**

Before the license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of Temporary food facility:		
Location of event:		
Address of event		
City	State	Zip
Start date: / /	End date: / /	Operation time(s): to
Name of license holder:		Phone number:
Address of License holder		
City	State	Zip
List all foods being served/sold _____		

I herby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:

Signature	Date
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Licensors to complete below

Valid date(s):	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

As Per AGR 1271 (Rev. 11/00) CHC Software, Inc.
 As Per HEA 5331 (Rev. 11/00) CHC Software, Inc.

**CITY OF CLEVELAND DEPARTMENT OF PUBLIC HEALTH
TEMPORARY FOOD SERVICE INFORMATION**

NAME: _____ EVENT LOCATION: _____ DATE _____

FOOD PROTECTION

If food is prepared in advance, how will it be transported to the event and where was it prepared:

A. How will the foods be held cold (< 41°F)?

- Mechanical Refrigeration
- Cooler Chests
- Other - Specify _____

B. How will the food be cooked and / or held hot (≥ 135°F)?

NO CROCKPOTS FOR COOKING POTENTIALLY HAZARDOUS FOODS

- Stove
- Electric Roasters or Skillets
- Charcoal / Gas Grills
- Gas Camping Stoves
- Other - Specify _____

C. Name of water source - (water that will be used for cooking or serving):

- Municipal Supply
Name of Municipality _____
- Other Approved Source
Name of Source _____

Below make a detailed drawing of your floor plan.

Show all equipment and utensils, support facilities and serving areas.

