



## TEMPORARY RESTAURANT OPERATION GUIDE

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### Guidelines for Food Booths at Events

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## **Guidelines for Food Booths at Temporary Events**

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Oregon Health Authority

Public Health Division

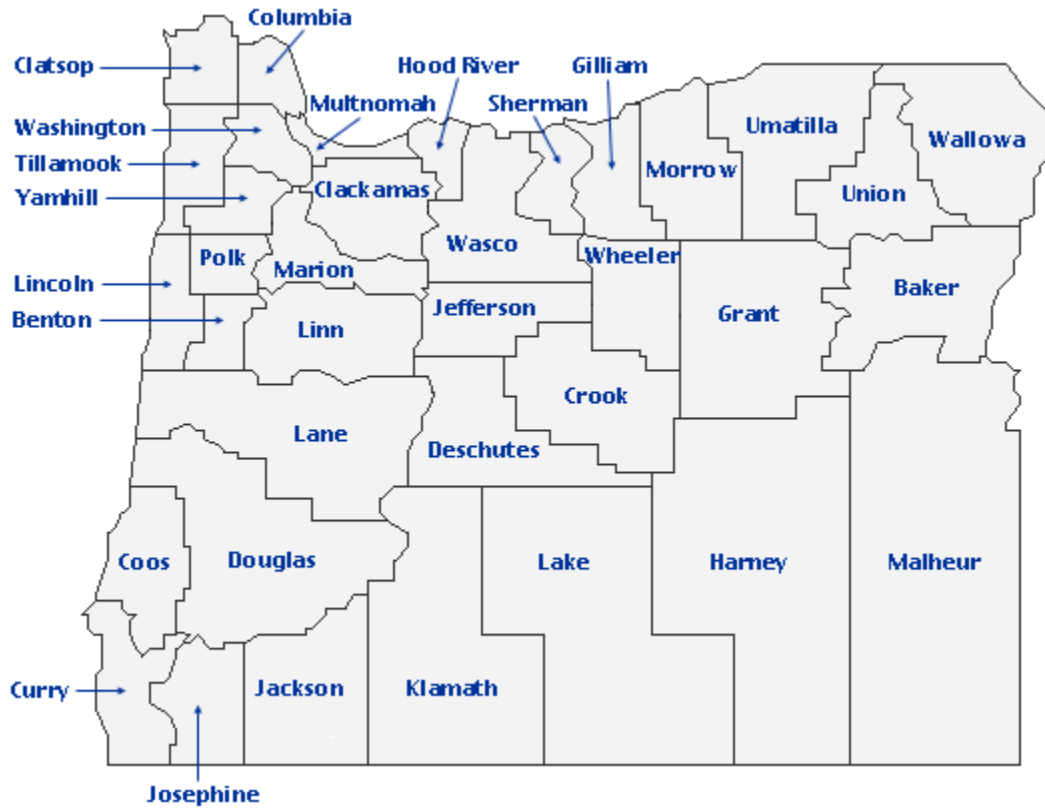
Foodborne Illness Prevention Program

800 NE Oregon Street Suite 640

Portland, OR 97232

[www.healthoregon.org/foodsafety](http://www.healthoregon.org/foodsafety)

# Map of Oregon Counties



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# Food Service and Events

*All food service, no matter how temporary must meet food safety regulations to protect the public from possible foodborne illness.*

This document will provide the information you need to assure a safe and wholesome food product is provided to the residents and guests of Oregon. If you are serving food to the public, you need a temporary restaurant license. Call the county where you will be operating your food booth for a license application as early as you can in your planning process.

## County Health Departments

Baker	541-473-5186	Lake	541-947-6045
Benton	541-766-6841	Lane	541-682-4480
Clackamas	503-655-8384	Lincoln	541-265-4127
Clatsop	503-325-8500	Linn	541-967-3821
Columbia	503-397-4651	Malheur	541-473-5186
Coos	541-751-2400	Marion	503-588-5346
Crook	541-447-8155	Morrow	541-278-6394
Curry	541-425-7545	Multnomah	503-988-3400
Deschutes	541-322-7400	Polk	503-623-9237
Douglas	541-440-3574	Sherman	541-506-2600
Gilliam	541-506-2600	Tillamook	503-842-3943
Grant	541-575-0429	Umatilla	541-278-6394
Harney	541-573-2271	Union	541-962-8818
Hood River	541-387-6885	Wallowa	541-426-4848
Jackson	541-774-8206	Wasco	541-506-2600
Jefferson	541-475-4456	Washington	503-846-8722
Josephine	541-474-5325	Wheeler	541-763-2725
Klamath	541-883-1122	Yamhill	503-434-7525

**Alphabetical Listing of Cities with Counties**  
<http://info.econ.state.or.us:591/profile.htm>

<b>City and County</b>	<b>City and County</b>	<b>City and County</b>
Adair Village—Benton	Culver—Jefferson	Harrisburg—Linn
Adams—Umatilla	Dallas—Polk	Helix—Umatilla
Adrian—Malheur	Damascus—Clackamas	Heppner—Morrow
Albany—Linn and Benton	Dayton—Yamhill	Hermiston—Umatilla
Amity—Yamhill	Dayville—Grant	Hillsboro—Washington
Antelope—Wasco	Depoe Bay—Lincoln	Hines—Harney
Arlington—Gilliam	Detroit—Marion	Hood River—Hood River
Ashland—Jackson	Donald—Marion	Hubbard—Marion
Astoria—Clatsop	Drain—Douglas	Huntington—Baker
Athena—Umatilla	Dufer—Wasco	Idanha—Marion and Linn counties
Aumsville—Marion	Dundee—Yamhill	Imbler—Union
Aurora—Marion	Dunes City—Lane	Independence—Polk
Baker City—Baker	Durham—Washington	Ione—Morrow
Bandon—Coos	Eagle Point—Jackson	Irrigon—Morrow
Banks—Washington	Echo—Umatilla	Island City—Union
Barlow—Clackamas	Elgin—Union	Jacksonville—Jackson
Bay City—Tillamook	Elkton—Douglas	Jefferson—Marion
Beaverton—Washington	Enterprise—Wallowa	John Day—Grant
Bend—Deschutes	Estacada—Clackamas	Johnson City—Clackamas
Boardman—Morrow	Eugene—Lane	Jordan Valley—Malheur
Bonanza—Klamath	Fairview—Multnomah	Joseph—Wallowa
Brookings—Curry	Falls City—Polk	Junction City—Lane
Brownsville Linn	Florence—Lane	Keizer—Marion
Burns—Harney	Forest Grove—Washington	King City—Washington
Butte Falls—Jackson	Fossil—Wheeler	Klamath Falls—Klamath
Canby—Clackamas	Garibaldi—Tillamook	La Grande—Union
Cannon Beach—Clatsop	Gaston—Washington	Lafayette—Yamhill
Canyon City—Grant	Gates—Marion and Linn	Lake Oswego—Clackamas
Canyonville—Douglas	Gearhart—Clatsop	Lakeside—Coos
Carlton—Yamhill	Gervais—Marion	Lakeview—Lake
Cascade Locks—Hood River	Gladstone—Clackamas	Lebanon—Linn
Cave Junction—Josephine	Glendale—Douglas	Lexington—Morrow
Central Point—Jackson	Gold Beach—Curry	Lincoln City—Lincoln
Chiloquin—Klamath	Gold Hill—Jackson	Lonerock—Gilliam
Clatskanie—Columbia	Granite—Grant	Long Creek—Grant
Coburg—Lane	Grants Pass—Josephine	Lostine—Wallowa
Columbia City—Columbia	Grass Valley—Sherman	Lowell—Lane
Condon—Gilliam	Greenhorn—Baker	Lyons—Linn
Coos Bay—Coos	Gresham—Multnomah	Madras—Jefferson
Coquille—Coos	Haines—Baker	Malin—Klamath
Cornelius—Washington	Halfway—Baker	Manzanita—Tillamook
Corvallis—Benton	Halsey—Linn	Maupin—Wasco
Cottage Grove—Lane	Happy Valley—Clackamas	
Cove—Union		
Creswell—Lane		

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<b>City and County</b>	<b>City and County</b>	<b>City and County</b>
Maywood—Multnomah	Richland—Baker	Unity—Baker
McMinnville—Yamhill	Riddle—Douglas	Vale—Malheur
Medford—Jackson	Rivergrove—Clackamas and Washington counties	Veneta—Lane
Merrill—Klamath	Rockaway Beach—Tillamook	Vernonia—Columbia
Metolius—Jefferson	Rogue River—Jackson	
Mill City—Linn and Marion counties	Roseburg—Douglas	Waldport—Lincoln
Millersburg—Linn	Rufus—Sherman	Wallowa—Wallowa
Milton-Freewater—Umatilla		Warrenton—Clatsop
Milwaukie—Clackamas	Saint Helens—Columbia	Wasco—Sherman
Mitchell—Wheeler	Saint Paul—Marion	Waterloo—Linn
Molalla—Clackamas	Salem—Marion and Polk counties	West Linn—Clackamas
Monmouth—Polk	Sandy—Clackamas	Westfir—Lane
Monroe—Benton	Scappoose—Columbia	Weston—Umatilla
Monument—Grant	Scio—Linn	Wheeler—Tillamook
Moro—Sherman	Scotts Mills—Marion	Willamina—Polk and Yamhill
Mosier—Wasco	Seaside—Clatsop	Wilsonville—Clackamas and Washington
Mount Angel—Marion	Seneca—Grant	Winston—Douglas
Mount Vernon—Grant	Shady Cove—Jackson	Wood Village—Multnomah
Myrtle Creek—Douglas	Shaniko—Wasco	Woodburn—Marion
Myrtle Point—Coos	Sheridan—Yamhill	
	Sherwood—Washington	
Newport—Lincoln	Siletz—Lincoln	Yachats—Lincoln
North Bend—Coos	Silverton—Marion	Yamhill—Yamhill
North Plains—Washington	Sisters—Deschutes	Yoncalla—Douglas
North Powder—Union	Sodaville—Linn	
Nyssa—Malheur	Spray—Wheeler	
	Springfield—Lane	
Oakland—Douglas	Stanfield—Umatilla	
Oakridge—Lane	Stayton—Marion	
Ontario—Malheur	Sublimity—Marion	
Oregon City—Clackamas	Summerville—Union	
	Sumpter—Baker	
Paisley—Lake	Sutherlin—Douglas	
Pendleton—Umatilla	Sweet Home—Linn	
Philomath—Benton		
Phoenix—Jackson	The Dalles—Wasco	
Pilot Rock—Umatilla	Tigard—Washington	
Port Orford—Curry	Tillamook—Tillamook	
Portland—Multnomah, Washington and Clackamas	Toledo—Lincoln	
Powers—Coos	Troutdale—Multnomah	
Prairie City—Grant	Tualatin—Clackamas and Washington counties	
Prescott—Columbia	Turner—Marion	
Prineville—Crook		
	Ukiah—Umatilla	
Rainier—Columbia	Umatilla—Umatilla	
Redmond—Deschutes	Union—Union	
Reedsport—Douglas		

## Food Booths and Food Service at Events

### What is a temporary restaurant?

A temporary restaurant is any establishment operating temporarily in connection with any event where food is prepared or served for consumption by the public. Examples of events include: fairs, carnivals, circuses, festivals, concerts or any other public gathering. They are commonly referred to as food booths. To operate a temporary restaurant, you must obtain a temporary restaurant license from the county where the event will be held.

Oregon law requires that all food booths or food service activities open to the public be licensed PRIOR to operation.

**All foods must be prepared on-site or purchased from an approved source.** Home-prepared foods may **not** be served to the public.

### Who should get a temporary restaurant license?

Individuals or groups planning to provide food at an event must first obtain a temporary restaurant license. The Oregon Revised Statutes (ORS 624.025) require each food booth in operation during an event to have its own separate license. There are three types of temporary licenses: Single Event, Intermittent, and Seasonal.

**Single Event** licenses are valid for the length of a single event or up to 30 days whichever comes first. Fairs and fundraisers are examples of when you would obtain a single event license. A tax-exempt, non-profit benevolent organization also must have a separate license for each food booth in operation during an event. A benevolent temporary restaurant license is valid for the length of the event.

**Intermittent** licenses are good for up to 30 days. It can span different events as long as the booth has the same menu, location and amenities (water, sewage, etc). An Operational Plan Review is required prior to obtaining the license. In addition to the license fee, a fee may be charged for the Operational Plan Review, and for recheck inspections that result in a separate visit. This type of license would be appropriate for the county fairgrounds where different events happen each week. This type of license can be used by for profit and benevolent food booths.



**Seasonal** licenses are good for up to 90 days. The booth must have the same menu, location and amenities. This license requires the same affiliated oversight organization for all of the events under this license. This license is appropriate for long-term events such as the farmer's market and little league operations. This type of license would be used by for profit and benevolent food booths. An Operational Plan Review is required prior to obtaining the license. Fees may be charged for an Operational Plan Review and for recheck inspections that result in a separate visit.

## How do I get a temporary restaurant license?

**To obtain a license, call the county where the event will take place.**

The County Environmental Health Specialists are ready to assist you in the planning of your food related activities. Many counties have a discounted license fee available when the license is applied for early. We recommend you apply for the temporary restaurant license at least **three weeks before the start of the event.**

For the Single Event license, the application packet contains both the application and an additional questionnaire that must be completed and turned in. For the Intermittent and Seasonal licenses, you will be required to submit an Operational Plan Review and have the county approve it before getting your license. You will need to provide information about the event location, the event coordinator's contact information, and identify the drinking water source, food source, ice source, and how you will dispose of your waste water and garbage. You will also need to identify the restroom facilities and handwashing facilities that will be available to you and your employees during the event. You may want to refer to this Temporary Restaurant Operation Guide while filling out your application packet or preparing your Operational Plan Review.

**The County Health Department may impose additional requirements** to protect against health hazards related to the operation of temporary restaurants, and may prohibit the sale of specific food items.

## Are there foods that do not require a temporary restaurant license?

The following are some activities that are exempt from licensure **if for immediate consumption only:**

- Candy, candied apples and non-potentially hazardous confections
- Commercially prepackaged ice cream and frozen desserts sold in individual servings
- Commercially pickled products, commercially processed jerky, nuts, nutmeats, popcorn, and prepackaged foods such as potato chips, pretzels, and crackers
- Unopened commercially bottled and canned non-potentially hazardous beverages to include alcoholic beverages
- Coffee and tea, with non-potentially hazardous ingredients
- Non-potentially hazardous hot or cold beverages prepared from individually packaged, powdered mixes and commercially bottled water, not to include fresh squeezed juice
- An establishment or organization that prepares or sells non-potentially hazardous baked goods for immediate consumption at an event that are obtained from a licensed food service or processing establishment or prepared onsite shall be exempt from licensure

## Food Sanitation Requirements

### Is a food booth required to have a person in charge?

Someone at your food booth must be in charge during all hours of operation. This person is responsible for knowing the food sanitation rules and the procedures within your establishment. This person can provide employees with information they need to perform their job. The Person in Charge (PIC) must inform employees that they cannot work when the employee is experiencing fever, sore throat, or gastrointestinal symptoms such as vomiting, diarrhea, and nausea. Employees with undiagnosed vomiting or diarrhea must not work with food for 24 hours after the symptoms have gone.

The person in charge is required to demonstrate knowledge of rules applicable to the food service operation, including the 8 major food allergens: wheat, tree nuts, peanuts, shellfish, fish, soy, milk, and eggs. Have a plan on how food workers will address customers asking about foods containing an ingredient that may cause an allergic reaction for the customer. Demonstration of knowledge can be met by having a current a food manager training certificate, or having no violations that are known to cause foodborne illness. See <http://healthoregon.org/foodsafety> for approved food manager certificates.

### Can employees work when they are sick?

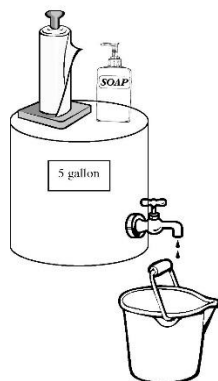
**Employee Illness** Any person, who is infected with a communicable disease, has vomiting, abdominal cramps or diarrhea must **not** work in food service until s/he is completely free from symptoms.

Infected sores or cuts on employee hands must have a watertight cover that protects the lesion and a non-latex-single-use glove is worn. Infected sores or cuts on other parts of the body, such as the arms, need to be covered by a dry durable tight-fitting bandage.

## Handwashing Facilities

**Set up handwashing facility FIRST! This must be done before handling food and utensils.**

Use a sink with warm running water or provide a 5-gallon container of warm water with a dispensing valve that provides a constant flow of water when opened. Provide a catch bucket for used water. Provide dispensed soap, paper towels and a wastebasket. Do not use cloth towels to dry hands



### When and how to wash hands

Handwashing is very important when working with food and drinks - handwashing removes the microorganisms that can make people sick. The best way to wash hands is to scrub for about 20 seconds with warm running water and soap. Dry your hands with paper towels.

Food workers also need to wash hands between changing tasks and after handling raw meats. Wash hands when entering the food booth, after using the restroom, after smoking, and anytime hands become contaminated with body fluids. This is to prevent the spread of diseases that employees might have even though they are not yet showing symptoms.

## Food Source

All food products must be wholesome and free of spoilage, toxic chemicals, and other harmful substances. All food products must be prepared, stored, handled, or displayed so that it is safe for people to eat.

**Home Canned or Home Processed Foods are Not Allowed.**

Food must either be prepared on-site or purchased from an approved source. An alternative to preparing the food on-site is to prepare the food in an approved kitchen such as a licensed restaurant. Home-prepared foods must not be stored in the food booth or served to the public.

Benevolent organizations may sell home baked goods, provided they have a sign with two inch lettering stating baked goods are not from a licensed kitchen conspicuously posted. Home baked goods cannot be potentially hazardous foods such as pies with cream or custard fillings

## Water Source

All water used in the food booth must be from an approved public water system. A food booth may also use commercially bottled water.

## Potentially Hazardous Foods (PHF)

Potentially hazardous foods are:

- Food of an animal origin (raw or cooked)
- Cooked plant products
- Raw seed sprouts, cut melons, garlic and oil mixtures
- Raw cut leafy green produce, cut tomatoes

Examples: hamburgers, tacos, hot dogs, spaghetti, chili, cooked rice, cooked potatoes, and cooked beans.

## Food Temperatures

### Hot and Cold Holding

Potentially hazardous foods must be kept cold at 41°F or colder or kept hot at 135°F or hotter. Temperatures between 41°F and 135°F allow for rapid growth of bacteria that can make people sick. This temperature range is called the **Danger Zone**.

Use refrigerators or ice to store food at (41°F or colder). The ice must be from an approved source. The container used must allow for water to drain away as ice melts (insulated cooler with drain plug). Keep enough ice available to keep the food surrounded by ice for the duration of the operation.

Use equipment capable of holding food hot (135°F or hotter). Open flames often fail and blow out. Be sure equipment will work and can hold food hot throughout the event.

### Cooking

Cook raw animal products to the following internal temperatures: Poultry, stuffed meats, stuffed fish, and stuffed pasta to 165°F. Ground beef, pork and other ground meats to 155°F. Pork, eggs, fish and other potentially hazardous foods 145°F

### Reheating

All potentially hazardous foods that have been cooked, and cooled must be reheated to at least 165°F within two hours before being placed in hot holding.

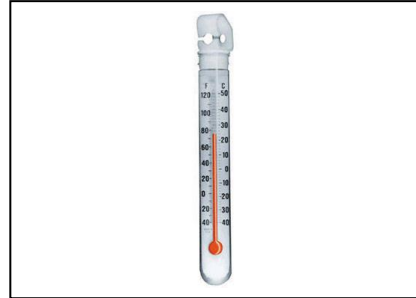
## Consumer Advisory

Foods from animals such as meat, poultry, fish, shellfish, and eggs when eaten raw or undercooked sometimes contain harmful viruses and bacteria that can pose a risk of foodborne illness. The Food Rules require a written consumer advisory to assure that all consumers are informed about the increased risk of eating raw or undercooked animal foods that is served from your booth. The consumer advisory must identify the food that is served raw or undercooked, and any foods that may contain raw or undercooked ingredients. The consumer advisory must also include a statement concerning the health risks of consuming animal foods raw or undercooked. More information on how to write, and examples of consumer advisories can be found at [www.healthoregon.org/foodsafety](http://www.healthoregon.org/foodsafety)

## Thermometers

Probe food thermometers are required to check the food temperatures when holding food hot or cold or when cooking raw animal products. In the food rules, temporary restaurants serving thin foods such as hamburger patties, pork chops, chicken breasts and fish fillets must have a small-diameter probe thermometer to check these foods.

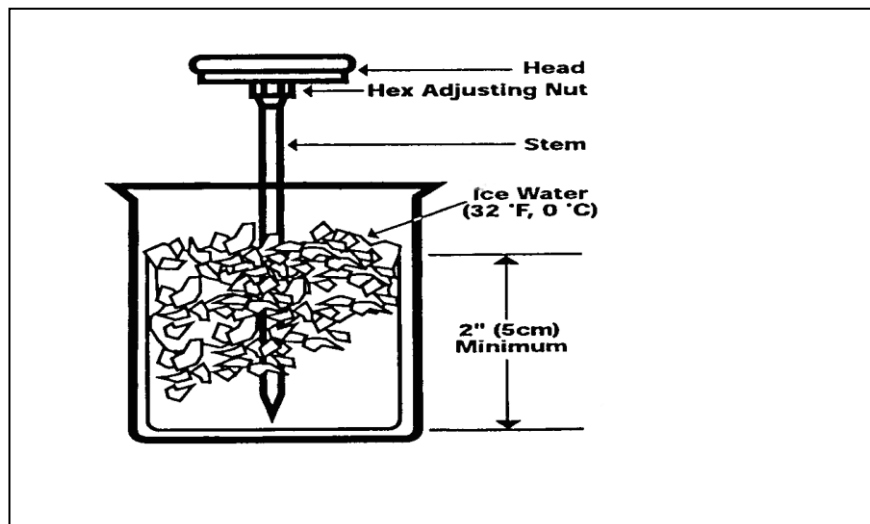
In the picture below is an example of a small-diameter probe thermocouple.



Refrigerator thermometers are required to confirm that your refrigerator or cooler is staying cold. Both styles of thermometers can be purchased from your food supplier or the internet.

## Calibrating Thermometers

It is important to ensure that the thermometer is working properly. An easy way to check your thermometer is to take a container of crushed ice and add enough water to make it slushy. For a dial thermometer, put the thermometer into the slush past the dimple approximately 1 inch from the tip, and wait for 30 seconds until the dial stops moving. If it has a different reading, adjust the hex nut, keeping the probe in the slush, until it reads 32°F. For digital thermometers, follow manufacturer instructions on how to adjust the thermometer.



## **Booth Construction**

The booth should be set up to protect food from dust and other contaminants. Construct all counter tops and food preparation surfaces of non-absorbent, smooth and easy to clean materials. Consider where and how you will keep food safe from pests, such as storing food in closed containers and off the floor. Fans and screens are helpful in keeping out pests.

If the floor is graded to drain, the floor may be concrete, machine laid asphalt, dirt or gravel that is covered with mats or suitable approved materials that effectively control dust and mud. Walls and ceilings may be constructed out of materials that will protect the interior from the weather, dust and debris.

## **Food Handler Certificates**

Food service workers must obtain a food handler certificate. To obtain, contact your County Health Department or go to: <http://oregon.gov/DHS/ph/foodsafety/index.shtml>

## **Dishwashing**

A commercial dishwasher, a three-compartment sink, or three containers big enough to accommodate the biggest piece of equipment can be used to wash, rinse, and sanitize all equipment and utensils. When using a three-compartment system, wash equipment and utensils with soapy hot water, rinse with hot water, immerse in sanitizer, and air dry. Sanitizer can be made up of 50-100 ppm of chlorine bleach or 200 ppm of quaternary ammonium. Use test strips that are made for the sanitizer that you are using. The test strips will ensure that the sanitizer has been mixed according to manufacturer's directions. Test strips can be purchased from your food supplier or online.

## **Wipe Cloths**

Wiping cloths must be stored in a sanitizing solution between uses. Chlorine bleach is most commonly used for sanitizers. Use one (1) to two (2) teaspoons bleach per gallon of water. The chlorine concentration desired is 50 to 100 ppm. You can purchase test strips used for checking the chlorine concentration from your food supplier or the internet.

## **Cleaning and Sanitizing**

When the same surface is used for preparing raw and ready-to-eat foods, these surfaces must be washed, rinsed, and sanitized before preparing ready-to-eat foods. When you have used a food contact surface that is too big to move to the dish wash area, such as a stainless steel table, it will still have to be washed with soapy water, rinsed with clear water, and sanitized with an approved sanitizer.

## **Food Safety Recommendations**

The more heating and cooling steps in a recipe, the more chance germs have to grow. Improper cooling, reheating, hot holding and excessive food handling are major causes of foodborne illness outbreaks. To reduce the likelihood of a foodborne illness:

- Minimize reheating and cooling. Simplify recipes. Eliminate unnecessary steps and combine processes if possible. For example use canned chili instead of preparing it fresh, or prepare taco meat just before serving rather than making it ahead of time where it would be cooled and reheated. Avoid using leftovers
- Avoid advanced preparation of foods. Cook hamburgers or spring rolls to order rather than cooking ahead of time and hot holding
- Minimize bare hand contact with raw animal foods. Use non-latex gloves, tongs, spatulas, or deli tissues to handle food rather than bare hands
- Ready-to eat, potentially hazardous food held for more than 24 hours must be date-marked and used within 7 days

Protect condiments (ketchup, mustard, creamer, or sugar) that customers will be using by providing squeeze bottles, individual packets or dispensers. Protect single service utensils that are available to customers. Store the handle up and out, so that only the handle will be touched or provide individually wrapped utensils.

Store food and utensils up off the floor. Store food only in food grade containers. Protect food and utensils from dust and other contaminants.

Chemicals such as liquid bleach and detergents must be stored below and separate from the food and utensils. Properly label all chemical containers.

All wastewater must be disposed of properly into a plumbed sewer or approved holding tank. Use a closed container to collect the wastewater if not directly plumbed into sewer.

Have a plan on how you will prevent pests from contaminating your food and equipment.

# Food Booth Checklist

- Contact the county for a temporary restaurant license (3 wks prior to event)
- Oregon Food Handler Card (s)
- Booth construction materials are easily cleanable surfaces
- Thermometers (food probe and refrigerator)
- Hand washing facilities, equipment and materials
- Wiping cloths, container, and sanitizer chemical
- Test kit (papers) for sanitizer being used
- Dishwashing facilities, equipment and materials
- Equipment checked for proper operation
- Ice, water, and food from an approved source
- Ice and food storage containers that are food grade
- Single-service utensils and containers
- Scoops that have handles
- Replacement workers for ill employee