



BOROUGH OF ROSELLE

210 CHESTNUT STREET • ROSELLE, NEW JERSEY 07203
TELEPHONE (908) 245-5600

ROSELLE BOROUGH

BOARD OF HEALTH

Temporary Event Food Service Application (TEFSA)

Name of event: _____

Date submitted: _____

Location of event: _____

Date: _____ Start time: _____ Ending time: _____

Name of Vendor serving food at event: _____

Phone number: _____

Address: _____ Fax number: _____

(*List all food and drinks to be served and source of product.)

Menu: (list all food, drinks, etc.):

Source of food: (Grocery, caterer, restaurant, etc.):

How will food be cooked at/for event?

How will you provide temperature control for potentially hazardous foods:

a. How will food be kept hot? Above 140F.

b. How will food be kept cold? Below 40F.

How will food be transported to event? How long in transit?

****You must submit this form at least five (5) days in advance of event.***

Approved by Roselle Health Officer, Charles Glagola, Jr.: _____

Denied by Roselle Health Officer, Charles Glagola, Jr.: _____

****Only those foods requiring limited preparation and handling may be served:***

Foods such as: Custard, meat salads, or those requiring multiple preparation steps are prohibited.*

Return to Roselle Board of Health at 210 Chestnut Street 2nd Fl.
Roselle, NJ 07203

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FOUR (4) SIMPLE RULES FOR SAFE FOOD

To reduce the risk of food-borne illness from your temporary event, remember these Four simple rules:

1. Good personal Hygiene: Develop and Implement Policies

Food-borne illness outbreaks are often the result of food handlers with poor personal health and hygiene habits. It is important that everyone working at your food event understand and practice good personal hygiene-including washing hands, restraining hair, wearing clean clothing and not working while sick. A simple written worker health and hygiene policy will emphasize your commitment to food safety.

Include in a worker attire policy:

- Wear clothing and cover it with a clean apron.
- Wear hats, hairnets, or some type of hair restraint.
- Avoid wearing jewelry. Rings trap bacteria, and provide a warm, moist environment for bacteria to grow. Earrings and other jewelry can fall into food and become lost.
- Keep fingernails clean, unpolished, and trimmed short. Nail polish can chip. Long and/or artificial nails may chip and break into food.
- Body piercing jewelry should be removed
- Wear closed toe rubber soled shoes – no sandals or high heels.

Include a worker health and hygiene policy:

- No person with a communicable disease or having boils, sores, infected wound, a cold, vomiting, or a diarrheal illness is allowed to work with food. Stay away when you are sick with a fever, bad cold, stomach bug, vomiting, diarrhea, if you are a carrier of any food-borne pathogens such as hepatitis A or salmonella.
- How to properly bandage and cover open cuts or wounds. (wash/hands, apply a clean bandage, then a clean glove.
- When to assign someone to another job where they will be handling food (cold, runny nose, infection).
- How and when to wash hands
- Smoking and eating should not be allowed in the food booth.

2. Keep it Clean: Hands and Food Contact Surfaces

A good sanitation program is the foundation of a food safety program. If food preparation surfaces, utensils or equipment are contaminated, the microorganisms can easily be transferred to the food. Hands are a food – contact surface. Dirty hands are often implicated in food-borne illness outbreaks. Dirty hands can spread food-borne pathogens.

Hand washing – Pump Hand Sanitizer (O.K.)

Hand washing facilities must be available. Hot water, soap, and paper towels must be available for workers' use. Wash hands *thoroughly* and *frequently* for 20 seconds using hot water and soap, and rinse with hot water.

“thoroughly” means:

- Using running hot water, lather with soap.
- Scrub under nails, between fingers, back of hands, and up wrists.
- Wash for 20 seconds.
- Give hands a thorough rinse with hot water.
- Dry hands with a paper towel.
- Turn off the water with the paper towel.

“frequently” means:

- Before starting to work with food.
- After using the restroom.
- After coughing, sneezing, blowing your nose.
- After touching head, hair, or any other part of your body
- After touching raw food – i.e., poultry, meat, or fish
- When changing jobs in the kitchen – washing dishes, equipment, or utensils; taking out trash; mopping floors
- After touching chemicals
- During food preparation as needed
- After smoking. (it is impossible to smoke without exposing the fingers to droplets of saliva. Small and unnoticed, these droplets can contain thousands of bacteria, which can contaminate anything fingers touch. Exhaled smoke sends saliva droplets and other (contaminants into the air)

MANDATED: Single-use disposable plastic gloves are recommended for preparing salads and handling other ready-to-eat- foods. Change and throw away gloves as often as you wash your hands. Wearing gloves is NOT a substitute for frequent hand washing!

Cleaning and sanitizing food contact surfaces: work areas, equipment, utensils, cutting boards

Sanitation is taking measures to make the food service environment healthful. “Clean” means free of dirt and filthy that you can see. “Sanitary” means reducing the amount of disease-causing micro-organisms or contaminants to “safe” levels. Food contact surfaces include counter, cutting board, utensils, hands, gloves, knives, plates, cups – anything that comes into contact with food during storage, preparation, holding or serving.

- Develop a daily check list to keep track of cleaning and sanitation activities. Make a list of daily tasks, when they should be done, and who should do them. Once accomplished, the volunteer can simply initial the checklist.
- Procedure for all food contact surfaces:
 - Wash in hot, soapy water.
 - Rinse in clean, hot water.
 - Sanitize by soaking in a warm water and bleach solution. The standard mixture is 1 Tablespoon of bleach to 1 gallon of water. However, new "ultra leaches are more concentrated, so the mixture would be ¾ teaspoons to 1 gallon of water. (Note: do not use scented bleach!). To be safe, consult the label on your bleach bottle and use a test kit to determine the strength of the solution. Test the sanitizer for chlorine content at least every two hours, or more often if it is in direct sunlight. If test strips are unavailable, change the sanitizing solution whenever suds are gone from the wash water.
 - Provide a supply of clean wiping cloths. When not in use, they should be stored in bleach solution.
 - All food contact surfaces and equipment must be cleaned and sanitized at regular intervals and as often as necessary to be kept clean. A bleach solution should be provided in sufficient quantities for sanitizing all food contact surfaces.
 - Garbage cans for disposal of waste must be provided. They should be leak proof, easily cleanable, pest-proof, and durable. Empty garbage regularly to prevent insect infestation. Store away from food preparation areas and keep covered. They should be washed and sanitized daily away from the food preparation area.
 - Waste-water must be disposed in a sanitary sewer or approved dumping station not poured on the ground.

3. **Separate-Don't Contaminate**

Cross contamination occurs when a clean work surface or utensils or uncontaminated food comes into contact with a contaminated work surface, utensils, or food. This can happen when raw meat, fish, poultry, or eggs are handled. It also happens when utensils, cutting boards, containers, or hands that touched the raw food are not properly washed before they touch other foods.

- All foods must be protected from flies, dust, sneezing, unnecessary handling, or other contamination during storage, preparation, holding, and service.
- The food preparation facility must be provided with an approved water supply.

During Receiving:

- To minimize the chance of receiving contaminated food, all foods served to the public must be from an approved source. No home-canned foods should be used. All foods must be prepared in an approved kitchen. No wild game or seafood from non-commercial sources can be served. All meats and poultry must be USDA-inspected. Only shellfish from approved sources may be served. All shellfish

identification tags must be kept for 90 days. Ice must be purchased from an approved source.

- If you are having food and supplies delivered to your facility, be sure to check temperature of any heated, refrigerated or frozen foods. Check all foods for signs of insects, spoilage, temperature abuse, or tampering. If the product does not meet your standards for safety and quality, reject it and return it to the vendor.
- Check paper products when you receive them for signs of insects and rodents.
- Develop a protocol for rejecting products that do not meet your standards for quality and/or safety.
- Once the food and supplies have been purchased or ordered, it is a good idea to keep a receiving record. You might want to include on the record:
 1. Food item
 2. Date received
 3. Supplier/source
 4. Brand name
 5. Package size
 6. Storage location
 7. Condition at receiving
 8. Name of person checking

This receiving record serves as a source of information if there is a case of food-borne illness attributed to your operation.

During Storage:

- Keep all food storage areas clean. Protect food from dirt, dust, splashing water and pests. Clean and sanitize all storage areas including any cold storage units just prior to the event.
- When food is received from the supplier it should be stored immediately in the refrigerator, the freezer, or in the dry (non-perishable) storage area.
- Package, cover, label and date all food before storing in the refrigerator, freezer or dry storage area.
- First In, First Out: When storing food, it is best to follow the "FIFIO" system. Foods that are stored first (older foods) should be used first.
- Observe sell-by dates, use-by dates and expiration dates.
- Food items in dry storage should be on shelving at least 6 inches off the floor and 6 inches away from the wall.
- Store cold foods at 41° F or below in a refrigerator or cooler containing a thermometer used to monitor the temperature.
- In the refrigerator, store raw meats, poultry, and fish on the bottom shelves of the unit, so that drippings do not contaminate other foods. If possible, place them on trays as well.
- In the refrigerator, place cooked or prepared foods and foods cooling without a cover on the top shelves.
- Thaw meat and poultry in the refrigerator below cooked foods and produce so juices do not drip on them. Place meat and poultry on a tray or pan before thawing in refrigerator to catch drips.
- If coolers are used to keep food cold, use ice packs or self-draining ice. The food should be packaged so that the food does not come indirect contact with the ice or sit in melting ice water. Ice used to keep food cold should never be served in drinks
- Use containers only for the purposes for which they are intended. Store foods in food-grade containers and keep them covered.