



## TEMPORARY FOOD OPERATIONS REQUIREMENTS

### Temporary Retail Food Establishments

Ohio Revised Code defines a temporary retail food establishment as a retail food establishment that is operated at an event for not more than five consecutive days. A retail food establishment means a premises or part of a premise where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale.

### Temporary Food Service Operations

Ohio Revised Code defines a temporary food service operation as a food service operation that is operated at an event for not more than five consecutive days. A food service operation means a place, location, site, or separate area where food intended to be served in individual portions is prepared or served for a charge or required donation. As used in this division, "served" means a response made to an order for one or more individual portions of food in a form that is edible without washing, cooking, or additional preparation and "prepared" means any action that affects a food other than receiving or maintaining it at the temperature at which it was received.

### Applications

Ohio Law requires that each person or government entity seeking a temporary food service operation license, or a temporary retail food establishment license apply for a license in the health district where the operation will be conducted. A copy of this application is included in this packet. Please be reminded that this license is only valid:

- For a single event
- In one location
- For a period of no longer than five consecutive days

A temporary license is not renewable and may not be transferred. Not more than ten temporary retail food establishment/temporary retail food service operation licenses will be issued per licensing period to the same person or government entity to operate at different events within City of Kent. For each particular event, the City of Kent Health Department will issue only one temporary retail food establishment/temporary retail food service operation license to the same person or government entity at a single event.

When a licensed retail food establishment or licensed food service operation leaves their facility and operates at another location they **must** obtain a temporary food service operation license in the health district where the operation will be conducted.

A temporary license is **not** a mobile license. A mobile food service is defined as "a food service operation that is operated from a movable vehicle, portable structure or watercraft, routinely changing location, and does not remain at any one location for more than forty (40) consecutive days."

### License Fee

The temporary license fee for the Kent City Health is **\$150.00 per event (see page 9)**. Return check or money order and signed application payable to Kent City Health Department, 201-G E. Erie St., Kent OH 44240.

### General Information

A regular or catering food service operation license cannot be substituted for this license.

Each operator must provide a safe and sanitary operation. The enclosed checklist can be used to help you meet this intent.

**When your application is approved, the license will be delivered to you. Be sure to allow two weeks or more for processing. Please do not come in to apply for an application one day prior to the event as it may not be approved in time for the event.**

**The license must be displayed in a conspicuous and public manner in your operation during the event. If you have any questions, please call 330-678-8109.**

Revised Feb. 2023

**[Complete and submit application and checklist on pages 9-14.](#)**

## **Planning for Food Safety**

### **Time Temperature controlled for Safety Foods (TCS)**

Time/temperature controlled for safety foods are those which consist of milk, milk products, eggs, meat, poultry, seafood, tofu, cooked potatoes, cooked rice, cooked beans, cut melons, cut tomatoes, cut fruit, and any similar foods in which infectious or toxic microorganisms will multiply rapidly if they remain in the temperature danger zone (41°-135° F).

#### **If applicable, have methods for adequate refrigeration of foods.**

This can be done with a refrigerator, or closed cooling chest containing ice or dry ice. If ice is used, keep foods above or out of melted ice water. Each refrigeration unit must have a thermometer to measure air temperature to ensure that the unit can maintain a temperature of 41° F or below.

All cold TCS food must be stored, displayed, and transported, while keeping the food at a temperature of 41° F or below to limit bacterial growth. Mechanical refrigeration must be used for overnight storage of TCS food. TCS food that is frozen must be thawed only in refrigeration unit, in an ice chest, or as part of the ongoing cooking process.

#### **If applicable, have methods for adequate heating of foods.**

This can be done with grill, barbecue, deep fryer or conventional heating method.

All hot TCS food must be stored, displayed, and transported, while keeping the food hot at a temperature of (135° F or above) to limit bacterial growth. TCS food must be thoroughly cooked. Any previously cooked and refrigerated or frozen TCS food must be rapidly reheated to a temperature of 165° F or above.

Prepared foods may be kept hot holding in a covered electric rotisserie. Keep the product stirred so that the temperature of all the food stays constant and keep the temperature setting as high as possible.

#### **A metal stem-type thermometer (0° to 220° F) is required to assure the attainment and maintenance of proper temperature.**

#### **Avoid offering higher risk food items for sale to the public.**

This would include:

- cream-filled pastries (homemade)
- cream-filled pies (homemade)
- any readily perishable dairy products in crock pots
- shredded chicken or meat products in crock pots
- home-canned foods are not to be displayed, sold or distributed in any manner
- salad-type sandwich spreads such as ham or chicken salad
- creamed macaroni or potato salad dishes
- raw, raw marinated, or partially cooked beef, poultry, pork, fish, mollusks or shellfish
- unpasteurized juices

#### **Use foods from approved sources.**

Generally, foods purchased from your local grocery stores are from an approved source. Foods served may not be prepared at home. Foods must either be prepared at the event site or be prepared in a licensed food service operation. Foods shall be wholesome, in sound condition, free from spoilage, filth, other contamination, and be safe for human consumption. Unless its identity is unmistakable, bulk foods must be stored in labeled containers.

#### **Food packaged in a temporary food service operation or temporary retail food establishment and offered for self-service must be labeled.**

Label information shall include:

- The common name of the food, or absent a common name, an adequately descriptive identity statement;
- If made from two or more ingredients, a list of ingredients in descending order of predominance by weight, including a declaration of artificial color flavor and chemical preservatives, if contained in the food;
- An accurate declaration of the quantity of contents;
- The name and place of business of the manufacturer, packer, or distributor;

**All food offered for sale must be protected from contamination, other foods, toxic or poisonous materials, dirt, dust, flies, sneezing, coughing or handling by customers, etc.**

Preventative measures must be taken to protect food from contamination by customers, insects, dust, etc., by wrapping, covering, or storing foods in enclosed display cases. This can be accomplished by keeping all displayed foods covered with wax paper, cellophane, clear plastic lids, etc. A food shield consisting of an intercepting pane of clear plastic or glass situated between the customers and the food to be protected is also acceptable. **All food products must be stored a minimum of six inches off the ground or floor.** In addition, all temporary food service operations are required to have an overhead covering such as a **fire rated tent or canopy.**

**Cooking under canopies, tents or like is not permitted.** All cooking devices and their appurtenances shall be a safe distance from all combustible tent materials, combustible objects, or flammable/combustible fuels as per the Ohio Fire Code 308.3.1 Open-flame cooking devices, and Ohio Fire Code 2405.15 Heating and Cooking Equipment. Provide a designated cooking area that is blocked off to limit public access. All cooking equipment is subject to inspection and approval of the fire code enforcement official.

To avoid the potential of contamination by the public, do not set up your operation so the cooking or holding surface (grill, steam tables, etc.) is to the front. This may result in customers leaning over prepared foods and contaminating with dirt, sneezes, etc.

**All foods must be protected from cross contamination by separating raw TCS foods from other foods.**

All raw fruits and vegetables must be thoroughly washed in water or an approved vegetable wash before being served, cut, cooked or combined with other ingredients.

**All TCS foods must be cooked to heat all parts of the food to the following temperatures:**

- ONE HUNDRED FORTY-FIVE (145) DEGREES FAHRENHEIT or above for fifteen seconds for raw shell eggs, beefsteaks, veal, mollusks, shellfish and fish.
- ONE HUNDRED FIFTY-FIVE (155) DEGREES FAHRENHEIT or above for fifteen seconds for pork, ground beef, and other ground meat/fish.
- ONE HUNDRED SIXTY-FIVE DEGREES (165) FAHRENHEIT or above for fifteen seconds for poultry, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratites, or stuffing containing fish, meat, poultry, or ratites.

#### **Food Service Employee Health and Hygiene**

Under no circumstances should persons with colds, sore throats, skin infections, upset stomachs, diarrhea, cuts or boils, prepare or serve foods. Only persons in good health should prepare or serve food. Persons handling food should wear clean clothes and wash hands frequently. No smoking or use of tobacco is permitted while preparing or serving foods.

**Hand washing facilities for persons handling food is important to reduce the possibility for food contamination. Food handlers must wash their hands after: smoking, eating, drinking, using the restroom, handling money, and handling raw food (eggs, meats, poultry, seafood) with one of the following:**

- Warm running water under pressure with soap and single-use disposable paper towels and posted with sign instructing employees to wash hands
- Coffee urn (or something similar) containing warm water with soap and single-use disposable paper towels. This is required of all operators preparing food.
- Disposable towelettes that contain an approved sanitizer (Benzethonium chloride, dimethyl benzyl ammonium chloride, chlorine, citric acid, etc.). Some examples of these products include Wet-Ones Antibacterial wipes, Equate Clean & Easy Anti-bacterial wipes, Wash 'n Dri Moist Disposable Towelettes, Johnson's Antibacterial Towelettes, Clorox Disinfecting wipes and Mr. Clean Wipe-ups Antibacterial. Disposable towelettes can only be utilized by those operations selling prepackaged food products only. Air dry your hands after using these products, do not dry them with a paper towel. Always use all products per manufacturer's recommendations.
- Hand sanitizers cannot be used as a substitute for one of the above methods of hand washing.

**All foods must be prepared with the least amount of manual contact.**

**Multiple use equipment and utensils must be smooth, easily cleanable, and free of pits, chips, dents, etc. Single service or single use articles may not be reused.**

**All multi-use utensils and food contact surfaces must be cleaned and sanitized as often as needed to minimize the potential for cross-contamination.**

**Disposable gloves and hair restraints are required of all food handlers. Food handlers may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as tongs or single use gloves.**

**Ensure that all ketchup, mustard, sugar and similar condiments are dispensed from pump-type containers, squeeze-type containers or individual serving packets. Pour-type products should not be dispensed from uncovered containers with spoons, knives or forks used for application.**

**Use (dry) non-dairy products instead of milk or cream for coffee creamer.**

**Avoid use of insecticides or other hazardous chemicals.**

If you have reusable utensils (pots, pans, spatulas, etc.) they should be properly washed before reusing. This requires three sinks or containers (5-gallon buckets are commonly used).

1. **Wash** with detergent.
2. **Rinse** with clear, clean water.
3. **Sanitize** with an approved sanitizer (i.e. Chlorine at 25-100ppm, Quaternary ammonia at 200 ppm or Iodine at 12.5-25ppm).

**Test papers are required for checking concentration of chemical sanitizer.**

**Wiping cloths must be rinsed frequently in a sanitizing solution and stored in the sanitizing solution between uses.**

### **Water Supply, Sewage, and Plumbing**

The water supply must be of safe, sanitary quality. If a hose is used to connect with the water supply, it must be a white or clear approved food grade hose. If the hose is being used under continuous pressure, it must be provided with a backflow prevention device or a vacuum breaker of no less than **A.S.S.E 1012 or 1024 and shall be Lead-Free**. If the water supplied being used is not under continuous pressure, **A.S.S.E. 1010** will be acceptable.

All liquid wastes must be properly disposed of in a public sanitary sewer or other approved method of disposal. If a waste line hose is used, it must be black or a color other than clear or white and be clearly labeled so it will not be confused with the water line.

**Have sanitary toilet and hand washing facilities within 300 feet of operation, during all hours of operation.**

**Store refuse in covered, moisture resistant containers until it can be properly disposed.**

The food service operation and the surrounding area must be maintained in a clean, neat and satisfactory manner at all times during the event.

### **Planning for Food Security**

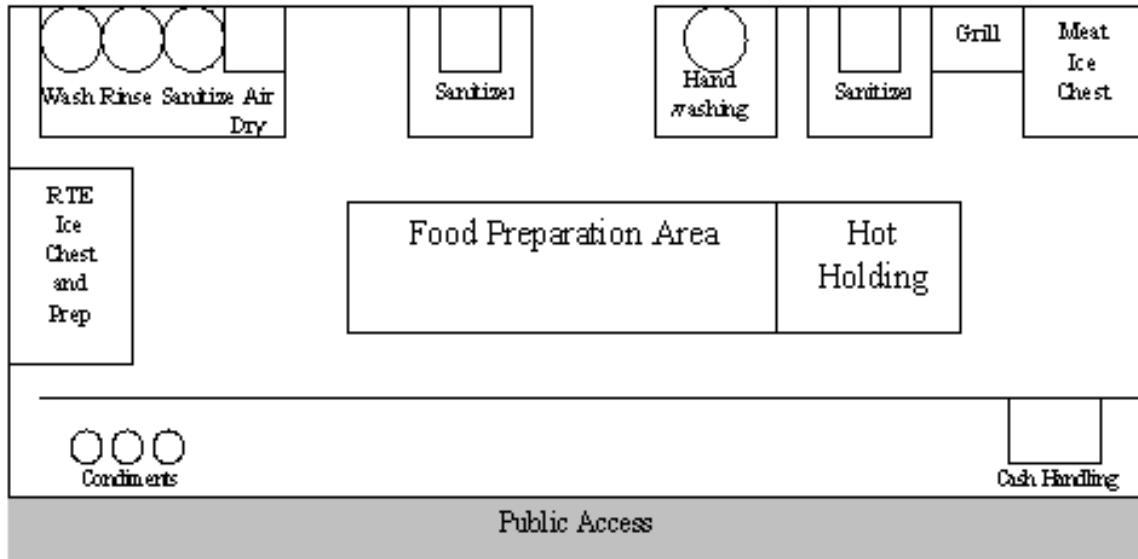
Food security is a vital element of planning for outdoor events. Unless personnel apply proper security practices to all areas of the outdoor food operation, food may become a target for contamination and intentional tampering and present a danger to public health.

The key to protecting food is to make it as difficult as possible for even a single tampering to occur. An effective food security program should consider all points where food is vulnerable to intentional contamination. It is important to remember that human intervention is required before contamination can take place.

Therefore, precautionary measures should focus on eliminating any opportunities for contamination or product tampering throughout the entire outdoor food operation, from receiving to serving food to the customers.

**Example of Facility Layout Drawing**

A drawing of the facility layout, menu and equipment list is required for all temporary food service operations and temporary retail food establishments. Example on page 5.



**Example of a Temporary Handwashing Station**

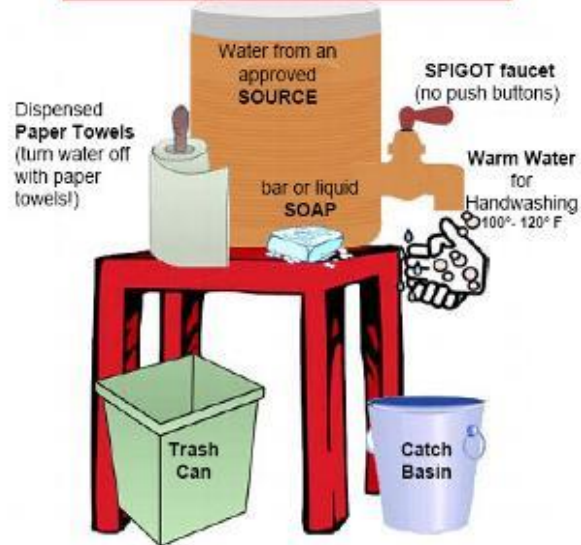
A temporary handwashing station is required to be set-up for proper use during all phases of operation. Failure to provide a handwashing station may result with a denial to operate a temporary FSO or RFE by this department. The handwashing station should be the first station to be set-up. **Post the provided handwashing sign in the area of the hand washing station.**

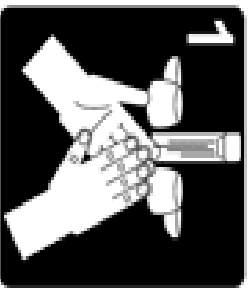
## HANDWASHING STATION

*Use it OFTEN!*

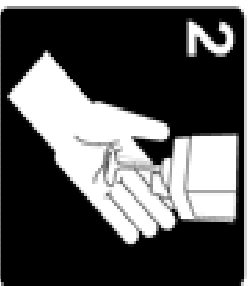
Use **CLEAN** water jugs:

1. **SANITIZE** with 2 tbsp unscented bleach in 1 gallon of water – **SLOSH** to cover all surfaces.
2. Let **STAND** 5 minutes and **DRAIN**. **DO NOT RINSE!**
3. **FILL** with approved drinking water

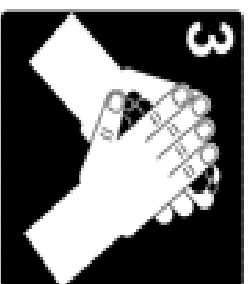




WET HANDS

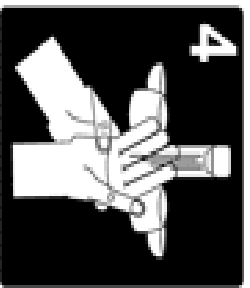


APPLY SOAP

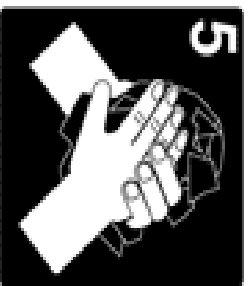


WASH FOR 20 SECONDS

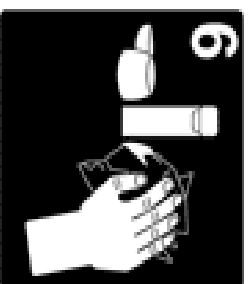
# EMPLOYEES MUST WASH HANDS BEFORE RETURNING TO WORK



RINSE



DRY



TURN OFF WATER  
WITH PAPER TOWEL

# FIRST AID FOR FOOD CHOKING

Victim Cannot Cough, Speak, or Breathe

Rescuer must act quickly. Choking is a life threatening condition. Call 911 immediately.

**1**

## GIVE 5 BACK BLOWS

**Back blows:** stand behind the victim and place arm across their chest for support; bend the victim slightly at the waist; firmly strike the victim between shoulder blades with the heel of your hand.



**2**

## GIVE 5 ABDOMINAL THRUSTS

**Abdominal thrusts:** stand behind the victim and wrap your arms around the victim's waist; place your fist thumb-side in against victim's abdomen below rib cage, slightly above the navel; grasp your fist with the other hand; press your fist forcefully with quick upward thrust into the victim's abdomen.



Repeat steps 1 and 2 until the object is forced out, the person can cough forcefully or breathe, or the person becomes unconscious.

If the person becomes unconscious, begin CPR starting with chest compressions. Each time you open the airway, look in the airway and remove the object if you see it.

Distributed by:

**Ohio** | Department of Health

246 N. High St., Columbus, Ohio 43215  
or your local health department

Rev 04/17





**2023 Application for a License to Conduct a:** (check only one)

Food Service Operation

Retail Food Establishment

**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: **Kent City Health Department**  
**\$150.00 Commercial and \$75.00 for Non-commercial**
4. Return check and signed application to:

**Kent City Health Department**  
**201-G E. Erie St.**  
**Kent, OH 44240**

Before 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/renewing a license. This action is governed by Ohio Revised Code 3717.

Name of Temporary food facility:			
Location of event:			
Address of event:			E-mail
City Kent	State Ohio	ZIP 44240	
Start date:	End date:	Operation time(s):	
Name of License Holder			Phone #
Address of license holder			
City	State	Zip	E-mail
List all foods being served/sold:			

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

**Licensors to complete below.**

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

By	Date
Audit no.	License no



**Fill out this form, sign and return with Application**

**TEMPORARY FOOD OPERATION CHECKLIST**

**This checklist is to be used to help you meet licensing requirements.**

**Items Marked with a (\*) are required for every temporary food service operation. Failure to comply with items marked with a (\*) can result in suspension of your license and your ability to sell regulated food items at the event you are applying for.**

For further clarification of requirements, see enclosed Food Safety at Temporary Events

**You must return this signed checklist with your signed application and your letter of intent to conduct a temporary operation before a license will be issued. Please make a copy if you need one.**

All non-prepackaged foods (meat, poultry, fish, cooked vegetables, dairy products, etc.) will be prepared at the event or in an existing licensed food operation.

All food products must come from an approved source (\*).

All foods not in their original containers and readily identifiable must be labeled as to identity or common name (\*).

All food products packaged for retail sale must be labeled with the name of the food and a list of ingredients at a minimum. Additional labeling may be required. Please see the enclosed Food Safety at Temporary Events handout.

Potentially hazardous (Time and temperature controlled for food safety) foods will be kept hot (135°F) or cold (41°F) at the event and during transportation to the event by using insulated containers or mechanical means (\*).

All raw foods will be stored in a manner that minimizes cross contamination of ready to eat foods (\*).

Mechanical refrigeration will be used for overnight storage of potentially hazardous food (\*).

A metal stem-type thermometer will be used to assure proper temperatures. This thermometer is required for all operations selling potentially hazardous foods.

All food will be protected from dirt, dust, flies, sneezing, or customers (\*).

All foods, food items and single service utensils will be stored at least 6 inches above the ground (\*).

Three sinks or containers will be provided for the necessary washing, rinsing, and sanitizing of utensils and cookware. These containers must be large enough to submerge the largest pot, bowl or utensil in (\*).

Test papers and a comparison chart will be used for checking chemical sanitizer strength. Please make sure that you have the appropriate papers and comparison chart for the type of sanitizer that you are utilizing (\*).

A method for washing hands will be provided within the operation. Hand sanitizers cannot be used as a substitute for an approved method of hand washing (see guide page 5) (\*).

- Disposable gloves and hair restraints (hat, visor, bandanna, hair net, etc.) are required of all food handlers (\*).
- Water from a safe, tested source will be used (\*).
- Sanitary toilet and hand washing facilities will be available within 300 feet of the unit (\*).
- Wastewater will be disposed into a sanitary sewer (\*).
- Refuse will be stored in covered, moisture resistant containers until disposal at an approved facility. The operation will be free of unnecessary items and litter (\*).
- Food preparation area, ware washing area and hand washing station will be properly set-up under a tent or canopy (\*).
- A person in charge will be present in the operation at all times that the operation is open. This person must demonstrate knowledge of safe food preparation and handling methods (\*).
- Only employees in good health will be allowed to work with foods. Any ill employees will be excluded from working with foods (\*).
- A food choking poster will be displayed at all times during operational hours (\*).
- The presence of insects, rodents and other pests shall be controlled to minimize their presence (\*).
- Live animals will be excluded from the area under the control of the operator of the temporary operation (\*).
- Containers of poisonous or toxic materials and personal care items will be kept to a minimum and will bear a legible manufacturers label (\*).
- The Letter of Intent to Operate a Temporary Food Operation and a drawing of your facility is included (\*).

**The undersigned agrees to comply with all the provisions stated above:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Reminder: Please draw your facility layout on the last page of this form** (see example)

Identify and describe all equipment including cooking equipment and hot and cold holding equipment, handwashing facilities, worktables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

**Return this form with Application**

**Letter of Intent to Conduct a Temporary FSO/RFE**  
**(Please draw your facility layout on back of this form)**

What foods do you intend to prepare or serve?

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What is the source of the food (where did you get the food from)?

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Describe any hot holding and/or cold holding facilities that you are proposing to use.

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Describe your proposed hand washing facilities (hand washing facilities are required).

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Describe any equipment and utensils that you are using.

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Describe any support facilities that are available (restrooms, public hand washing stations, dish machines, etc.).

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Describe the water supply source and wastewater disposal location (grey water dump site, sanitary sewer access, taking to with your operation).

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**PLEASE DRAW THE TEMPORARY FACILITY LAYOUT ON THIS PAGE**

Identify and describe all equipment including cooking equipment and hot and cold holding equipment, handwashing facilities, worktables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for the user to draw a temporary facility layout within its boundaries.