

**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: City of Cleveland
4. Return check and signed application to: Licenses & Assessments

601 Lakeside Rm 122  
Cleveland, OH. 44113

- Food Service Operation**  
 **Retail Food Establishment**

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

*I hereby 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**

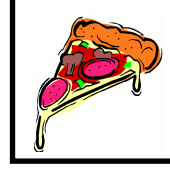
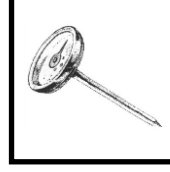
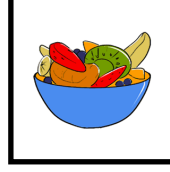
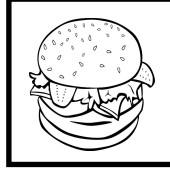
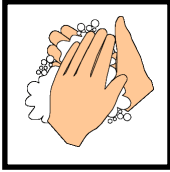
Valid date(s):	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.



# Food Safety Guidelines for Vendors



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 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.

## The Top 6 Causes of Food Poisoning

- Poor personal hygiene and sick food employees
- Not keeping cold foods at or below 41°F
- Not keeping hot foods at or above 135°F
- Not reheating foods to 165°F or higher
- Not cooling hot foods the right way
- Contaminated raw foods and ingredients

## Clean Hands For Safe Food

- Use soap and water
- Wash all surfaces including: back of hands, wrists, between fingers, under fingernails
- Rinse your hands well
- Dry hands with a paper towel
- Turn off the water using paper towel instead of your bare hands

## Equipment Checklist

- Hand Washing Supplies
  - Continuous flow of warm running water of 100 ° F or greater (e.g. coffee urn)
  - Bucket to catch waste water
  - Soap
  - Paper towels
- Gloves
- Extra utensils
- A 3-compartment set-up for cleaning utensils, with compartments big enough to hold your largest piece of equipment. Must wash in soapy water, rinse in clear water, and sanitize.
- Sanitizer and sanitizer test kit
- Probe type stem thermometer to check food temperatures
- Food grade water hose with back flow prevention device
- Hot and cold holding equipment for ALL potentially hazardous foods
- Mechanical refrigeration for overnight storage
- Separate containers for washing vegetables
- Ice scoop with handle, if you are using ice
- Bucket for sanitizing wiping cloths
- All fryers and grills must have a metal covering such as a lid or metal awning

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# 14 Steps to Safe and Sanitary Temporary Food Events

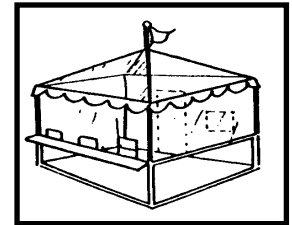
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## 1. Permits

You must fill out and return the Temporary Food Event application/information form with payment to the Department of Public Health. This will let the Department of Public Health know where the event will be held, what you plan to serve, where the food will come from, how you will prepare and transport the food and the precautions that you will take to keep your food safe.

## 2. Booth

Design your booth with food safety in mind. The ideal booth will have an overhead covering, be entirely enclosed except for the serving window and have only one door flap for entry. Fryers and grills are **NOT** to be placed under any overhead covering except for metal lids and metal awnings. These metal coverings will be mandatory, please plan accordingly. Only food workers may be permitted inside the food preparation area... (no animals or children permitted).



## 3. Menu

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, potato salad, cut fruits, and vegetable, etc.) to a minimum. Cook to order, so as to avoid the potential for foodborne illness. Use only foods from approved sources. Do not use food that has been prepared at home.

## 4. Cooking

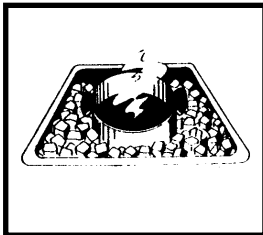
Use a probe type food thermometer to check cooking and cold holding temperatures of all food. Hamburgers and other ground beef should be cooked to 155°F/68.3°C; poultry to 165°F/73.8°C; whole pork, whole beef and seafood to 145°F/62.7°C.

## 5. Reheating

Heat precooked food to 165°F/73.8°C within 2 hours. Do not heat foods in crock pots, steam tables, or other hot holding devices, or over sterno.

## 6. Cooling and Cold Storage

Foods that need refrigeration must be held at or below 41°F/5°C until ready to serve. To cool hot foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 2 inches deep. Foods should be cooled from 135°F/57.2°C to 70°F/21.1°C in two hours and then from 70°F/21.1°C to 41°F/5°C in four hours. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly.

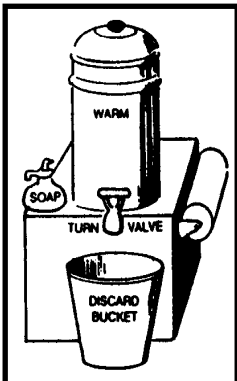


## 7. Transportation

If food needs to be transported, use refrigerated trucks or insulated containers to keep hot foods hot (above 135°F/57.2°C) and cold foods cold (below 41°F/5°C).

## 8. Hand Washing

You must have a hand washing facility available at all times. It must have warm running water under pressure, or gravity flow (such as a large urn full of water) for hand washing. Soap dispenser, a roll of paper towels and a bucket to collect waste water must also be provided.



## 9. Health and Hygiene

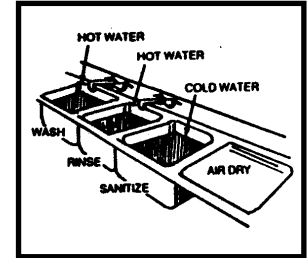
Only healthy workers can prepare and serve food. Anyone who shows symptoms of disease—nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice, - or who has open sores or infected cuts on their hands are not allowed in the food booth. Workers must wear clean outer garments and must not smoke in the booth.

### 10. Food Handling

Food employees must not touch ready-to-eat food with their bare hands. Use disposable gloves, tongs, napkins or other tools to handle food.

### 11. Dish Washing

Use disposable utensils for food service. Wash equipment and utensils in a 3-step process: wash in hot, soapy water; rinse in hot water; rinse in chemical sanitizer. Utensils and dishes must be air dried.

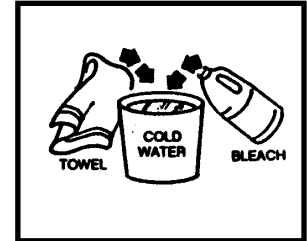


### 12. Ice

Ice used to cool cans and bottles should not be used in drink cups. Ice used for drinks should be stored separately. Use a scoop to serve ice, never the hands or cup.

### 13. Wiping Cloths

Rinse and store your wiping cloths in a bucket of sanitizer (for example, 1 capful of bleach in 2 gallons of water). Change the solution every hour.



### 14. Insect Control and Trash

Keep foods covered to protect them from insects. Place garbage in a trash can with a tight fitting lid.

**Now that** you have read the steps to take to make your temporary food establishment clean and sanitary, please look over the security checklist below and review the equipment checklist on the first page to be sure that your experience will be safe and secure. If you have any questions about what you have read, or need assistance filling out your application for a temporary food license, please call the Department of Public Health 216-664-2300.

## Security Checklist

- Employees: Background check of those who will work during the event?
  - Current Staff: \_\_\_\_\_
  - New Hires: \_\_\_\_\_
- Do employees have visible identification while on duty?
- Is a list posted of employees working on any given day?
- Are employees trained on food safety and food security?
- Is there a Person-in-Charge available at all times to monitor the food operation?
- Was the delivery company and driver verified by the food operation?
- Is incoming food and ice inspected for evidence of tampering?
- Are storage trucks or trailers locked and secure?
- Are food and supplies located in a secure area?
- Are tamper resistant and tamper evident packaging used to protect food?
- Do you properly restrict customers and non-employees from the operation?
- Does the food operation have an action plan to respond to incidents involving water interruption, power outage and bad weather?
- Have the following areas been inspected and found to be safe and secure?  
Water Protection: \_\_\_\_\_ Lighting Levels: \_\_\_\_\_ Electricity: \_\_\_\_\_
- Does your operation have effective security during non-operating hours?



# DEPARTMENT OF PUBLIC HEALTH

75 Erieview Plaza, 3rd Floor  
Cleveland, Ohio 44114  
www.clevelandhealth.org

Revised 07/2017

## Food Safety Program Temporary Food License Information Form

**\*\*Complete and Return Page 1 and 2 of Application above with Fee\*\***

**Before opening a 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:**

Name of Operation \_\_\_\_\_

Name of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Address or nearest Address \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Starting Time (when food will be served) \_\_\_\_\_

Person In Charge\* \_\_\_\_\_

NAME

DAY OF EVENT CONTACT NUMBER/ CELL #

\*A person in charge must be present at all times during operation

### PRE-EVENT

#### APPROVAL OF PLANS, EQUIPMENT & MENU:

- The number of Food Service stands at the event \_\_\_\_\_
- List of foods to be prepared and served: \_\_\_\_\_
  - 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.
- Source of Food: \_\_\_\_\_
  - All food products must come from an approved supplier.
- **Menu and Source:** All food must be purchased from a licensed grocery store or restaurant. All food must be prepared on site or in a licensed food service operation and transported to the temporary food service location by a method approved by the Health Department. Do not prepare or cook food at home.
- **Hot Holding Facilities and Cold Holding Facilities:** All potentially hazardous foods shall be maintained at or below 41°F/5°C or at or above 135°F/57.2°C, by using a method approved by the Department of Public Health. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods.
- **Handwashing:** \_\_\_\_\_
- **Three (3) Wash Basins:** \_\_\_\_\_
- **Support Facilities:** 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.

**Note:** Food workers must have clean clothes, clean hands, and hair restraints. No person with a communicable disease, nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice, cuts, or sores is to sell, prepare or in any way be in contact with food to be sold. Smoking is not allowed in food preparation areas. Only people assigned to work in food preparation areas are to prepare and serve food; unauthorized people and animals are not allowed in the operation.

## LICENSING

Before opening a temporary food service operation, all operators shall provide a completed application to the Division of Assessments and Licenses in Room 122 - City Hall, 601 Lakeside Avenue, Cleveland, Ohio 44114, phone number (216) 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.

NOTE: FEES subject to change annually. Date of event determines fee required by ordinance.

### LICENSE FEES (2017)

- \$58.00 for a commercial temporary food service license
- \$29.00 for a temporary non-commercial food service license. Must provide proof with application materials.
- \$147.00 for a state mobile food service license

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

Questions please contact: Jerome Aburime, MPA, REHS/RS  
216/664-4897  
jaburime@city.cleveland.oh.us

Raafeq Ali, MPA, REHS  
216/664-4925  
rali@city.cleveland.oh.us

NOTE: A diagram of your temporary food booth MUST be included with your application. See SAMPLE below:



## REMINDER

Public Health Sanitarians will inspect each booth and will point out problems they see or concerns they might have. The staff may inspect all food handling booths several times per day on each day of the event to ensure compliance.

## DAY OF THE EVENT

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

### **EACH BOOTH OPERATION MUST HAVE THE FOLLOWING TO BE IN COMPLIANCE:**

- Have a valid temporary or mobile food service license. The license must be posted.
- Have the proper and adequate method of refrigerating/heating foods to proper temperature.
- Keep food covered at all times to protect from contamination by sources such as dust, dirt, flies and other debris.
- All food must be stored off the ground.
- All operations must have covered waste receptacles.
- All operations must have some type of hand washing.
- All operations must have access to toilet room facilities.
- 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/hazard.
- Cook and serve foods under cover (tent or canopy) to minimize contaminations foods. (Check with Fire Prevention.
- Provide three (3) containers, one to wash, one to rinse, and one to sanitize all common utensils coming in direct contact with food.
  - Cutting board, pots, dishes, etc.
- Food employees may not contact ready-to-eat foods with their bare hands. They must use spatulas, tongs, deli tissue, approved utensils, or single use gloves.
- Food employees shall wear hair restraints.
- All operations must have a probe thermometer.
- All operations must have an approved sanitizer and appropriate test kit.

### **FOOD WORKERS MUST WASH THEIR HANDS BEFORE PUTTING ON GLOVES.**

