



Oregon Department of Human Services

## **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 Department of Human Services

Foodborne Illness Prevention Program

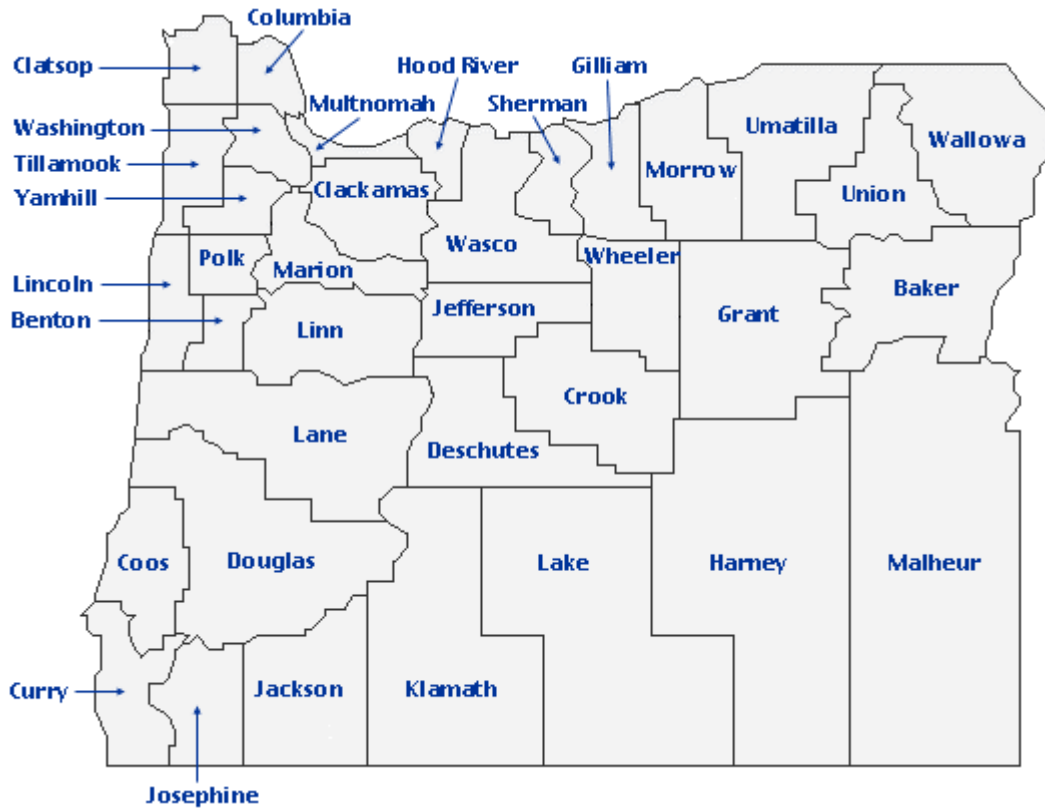
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<http://oregon.gov/DHS/ph/foodsafety/index.shtml>

# Map of Oregon Counties



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Chapter

1

# 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	541-265-4112
Clatsop	503-325-8500	Linn	541-967-3821
Columbia	503-366-3828	Malheur	541-473-5186
Coos	541-756-2020	Marion	503-588-5346
Crook	541-447-8155	Morrow	541-278-6394
Curry	541-247-3300	Multnomah	503-988-3400
Deschutes	541-388-6575	Polk	503-623-9237
Douglas	541-464-3820	Sherman	541-506-2600
Gilliam	541-506-2600	Tillamook	503-842-3918
Grant	541-575-0429	Umatilla	541-278-5432
Harney	541-573-2271	Union	541-962-8818
Hood River	541-386-1115	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	541-475-4456
Klamath	541-883-1122	Yamhill	503-434-7476

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

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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	
Millersburg—Linn	Rufus—Sherman	Waldport—Lincoln
Milton-Freewater—Umatilla		Wallowa—Wallowa
Milwaukie—Clackamas	Saint Helens—Columbia	Warrenton—Clatsop
Mitchell—Wheeler	Saint Paul—Marion	Wasco—Sherman
Molalla—Clackamas	Salem—Marion and Polk counties	Waterloo—Linn
Monmouth—Polk	Sandy—Clackamas	West Linn—Clackamas
Monroe—Benton	Scappoose—Columbia	Westfir—Lane
Monument—Grant	Scio—Linn	Weston—Umatilla
Moro—Sherman	Scotts Mills—Marion	Wheeler—Tillamook
Mosier—Wasco	Seaside—Clatsop	Willamina—Polk and Yamhill
Mount Angel—Marion	Seneca—Grant	Wilsonville—Clackamas and Washington
Mount Vernon—Grant	Shady Cove—Jackson	Winston—Douglas
Myrtle Creek—Douglas	Shaniko—Wasco	Wood Village—Multnomah
Myrtle Point—Coos	Sheridan—Yamhill	Woodburn—Marion
	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		
Rainier—Columbia	Ukiah—Umatilla	
Redmond—Deschutes	Umatilla—Umatilla	
Reedsport—Douglas	Union—Union	

## 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. A license is only valid for the specific event, and must be conspicuously posted. The license is valid for the length of the event or up to 30 days, whichever comes first.

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 or up to three days, whichever comes first. The same benevolent organization can obtain a temporary benevolent license up to 13 times within a calendar year. After that the organization will need to obtain regular temporary restaurant licenses for the rest of the calendar year.

## 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.

The application packet contains both the application and an additional questionnaire that must be completed and turned in. You will be required to fill out a business name, event location, the dates of intended operation and contact information about the person in charge. The questionnaire is designed to ask you about food temperature control methods, hand washing, sanitizing, and the proposed menu. You may want to refer to this Temporary Restaurant Operation Guide for more information.

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:

- Cookies, confections, cotton candy, popcorn, nuts, or candied apples
- Commercially packaged ice-cream, frozen desserts, potato chips, pretzels and crackers
- Commercially processed pickles and jerky
- Coffee (not espresso) and tea with non-potentially hazardous ingredients, and canned or bottled pop, alcoholic beverages or other non-perishable beverages served in their original container (not with ice)
- A food product promotion where only a sample (two to three ounce portion) of a food or beverage is offered to demonstrate the characteristics of the food product
- Private events limited to members and/or invited guests are not public events and are not required to obtain a temporary restaurant license

## 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.

The person in charge is required to demonstrate knowledge of rules applicable to the food service operation. Demonstration of knowledge can be met by having no critical violations, obtaining a food manager training certificate, or correctly answering the inspectors food safety questions. Critical violations are violations that are known to cause foodborne illness. See <http://oregon.gov/DHS/ph/foodsafety/index.shtml> for approved food manager certificates.

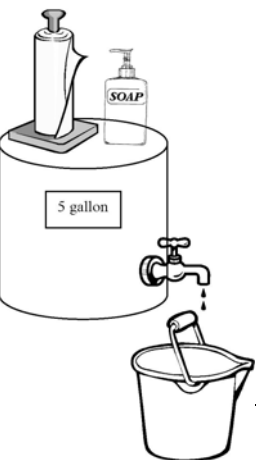
### Can employees work when they are sick?

**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 such as a finger cot that protects the lesion and a 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. Latex gloves are prohibited.

### 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 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 hands with paper towels.

Food workers must wash hands twice as long with additional soap 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 the symptoms. Food workers also need to wash hands between changing tasks and after handling raw meats.

## 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.
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Benevolent organizations may sell home baked goods, provided a sign with two inch lettering states baked goods are not from a licensed kitchen is 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

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

Potentially hazardous foods must be kept cold at 41°F or colder or kept hot at 140°F or hotter. Temperatures between 41°F and 140°F allow for rapid growth of bacteria that can make people sick. This temperature range is called the Danger Zone.

## Food Temperatures

Hot and Cold Holding	Use refrigerators or ice to store food cold (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 (140°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, stuffed pasta to 165°F. Ground beef 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.

## 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.

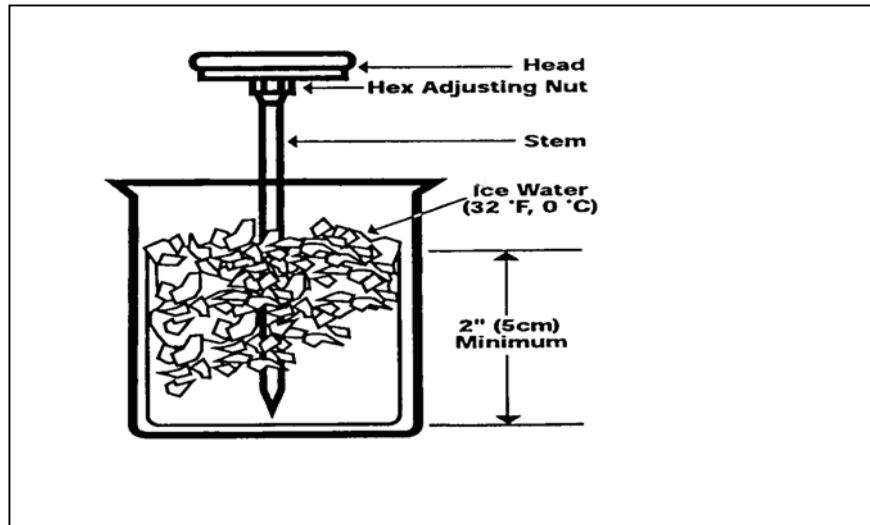
If the floor is graded to drain, the floor may be concrete, machine laid asphalt, dirt or gravel that is covered with mats or suitable approved materials that effectively control dust and mud. Walls and ceilings may be constructed out of materials that will protect the interior from the weather, dust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

## Thermometers

Probe food thermometers are required to test food temperatures when holding food hot or cold or when cooking raw animal products. Refrigerator thermometers are required to confirm that the refrigerator or cooler is staying cold. These thermometers can be purchased from your food supplier or the Internet.



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. Then put the thermometer into the slush and wait for 30 seconds until the dial stops moving. The dial should read 32°F. 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.

## 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 food supplier or online.

## Cleaning and Sanitizing

Clean and sanitize food-contact surfaces between preparing raw and ready-to-eat foods. Food contact surfaces must be washed, rinsed, and sanitized just as any other equipment or utensils. 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 Internet.

## 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 the 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 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.

For garbage use a watertight container with lid.

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.

# Food Booth Checklist

- Temporary restaurant application completed and submitted to the county where the event will be held
- 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
- A covered trash container
- Replacement workers for ill employees