

Village of Western Springs

TEMPORARY FOOD VENDOR SELF CHECKLIST

Use this list as a guide to assure you are prepared for the event and an inspection. Items on the list are required to be onsite and set up prior to opening your booth to sales.

- ___1. Check the amount of power that you will need to adequately operate all of your equipment and lighting (# of AMPS) and verify with the event organizer that sufficient power is provided.
- ___2. A rented port-a-potty hand sink is recommended for hand washing, but other methods can be used. You must provide an adequate amount of warm water, pump style hand soap, paper towels, and a catch bucket for wastewater.
- ___3. A tent/overhead covering must be provided to protect food service areas. Grills/cooking equipment should not be under the tent.
- ___4. All food and non-food items must be stored 6" off the ground on pallets, tables, or dunnage racks.
- ___5. Dish washing onsite is not required. Provide enough extra clean utensils to get through the duration of the event.
- ___6. Provide sanitizer wipe buckets or spray bottles to keep tables clean and sanitized. Also, provide chemical test kits to verify concentration.
- ___7. Provide lidded garbage cans. Cardboard boxes are not approved.
- ___8. Clean aprons, shirts, hats, and hair restraints are required for all booth workers.
- ___9. A food probe thermometer is required onsite to check food temperatures throughout the event.
- ___10. Single-use disposable gloves are required for all food handling tasks.
- ___11. Ground covering shall be made of concrete, wood, asphalt, duckboards, or platforms.
- ___12. Provide dispensers for condiments (individual packets, pump dispensers, or squeeze bottles). Lidded containers for condiments such as onions, relish, etc.)
- ___13. Eating utensils must be dispensed and organized to avoid hand contact. Individual sealed utensils work best.
- ___14. Provide brooms, oil dry, etc, for booth clean up at the end of the event.
- ___15. Provide containers to transport, store, and remove used charcoal and fryer grease.
- ___16. Water must be obtained from an approved source and be run through a food

grade hose to your booth.

- ____ 17. Mechanical refrigeration/freezers must be provided for cold holding potentially **hazardous foods at a temperature of 41°F or below. ICE WILL NOT BE APPROVED FOR COLD HOLDING POTENTIALLY HAZARDOUS FOODS.** Please contact the health inspector to determine what foods are not permitted on ice.
- ____ 18. Electric or propane fired equipment must be provided for hot holding potential **hazardous foods above 135°F or above. STERNOS ARE NOT APPROVED OUTDOORS.**
- ____ 19. Transported hot foods must be reheated to 165 F rapidly if they do not arrive above 135 F to the event.
- ____ 20. **USE YOUR THERMOMETER TO CHECK FOOD TEMPS OFTEN.**
- ____ 21. Leftover food must be discarded at the end of each day and shall not be re-served during subsequent days of the event.