

# Fort Wayne – Allen County Department of Health



## BASIC GUIDELINES FOR TEMPORARY FOOD SERVICE OFF-SITE ESTABLISHMENTS

*The following guidelines must be met in order to obtain a Temporary Food Service Off-Site Establishment permit. All guidelines listed below (as well as all food protection requirements listed in 410 IAC 7-24) must be followed at all times.*

- ◆ To qualify for a Temporary Food Service Off-Site Establishment permit, you must already hold a valid annual food service establishment permit at your permanent facility/restaurant. This facility must be used as the commissary for your “off-site” establishment. All food must be stored at the commissary and you must report there daily for cleaning and dishwashing if applicable.
- ◆ The only foods that may be cooked/prepared at the off-site location are meat, poultry, fish, seafood and vegetable products. Food must be cooked completely at the site. All other foods, if served, must be prepared at the commissary (i.e.; annual establishment) and merely dispensed at the off-site location.
- ◆ Storage facilities/equipment/means must be provided at the off-site establishment for cold-holding and hot-holding of foods. Cold foods must be maintained at an internal temperature of 41°F or below and hot foods must be maintained at 135°F or above during all times of preparation, holding, display and service. A dial-faced stem-type thermometer or a digital stem-type thermometer (accurate from 0 degrees Fahrenheit to 220 degrees Fahrenheit) must be provided and used to insure proper cooking and holding temperatures.
- ◆ All grills and cooking devices must be designed for use with food, meet all equipment guidelines, and must be easily cleanable and non-absorbent.
- ◆ Facilities must be provided to wash, rinse, and sanitize multi-use utensils at the site or utensil washing must be done in a licensed food establishment. If not provided with dishwashing facilities at the off-site location, either single-service cooking and dispensing utensils must be used ONLY, OR an extra supply of utensils must be provided in the event that something is contaminated (dropped on the ground, etc.)
- ◆ Proper sanitizer must be provided and used at each site. A proper chemical test kit must be provided and used at each site for monitoring sanitizer concentrations.
- ◆ Condiments must be individually packaged or from approved dispensers.
- ◆ All food, ice, utensils, dishes, and single-service items must be stored up off the floor/ground at least six (6) inches at all times.
- ◆ If used, all water lines to each unit must be protected by a proper backflow/back-siphonage prevention device (or by proper air break or air gap) and all hoses must be N.S.F. (National Sanitation Foundation), or equivalent, approved for potable water. If a backflow prevention device is provided for a hose that is supplying a continuous supply of water to the unit, the device must be approved for continuous pressure.
- ◆ A convenient hand-washing facility must be available for employee hand-washing on site. This facility must consist of, at least, warm running water, soap, and individual paper towels. (If a sink is not available for hand-washing, “running” can mean a large thermos or container in which warm water is held for dispensing while hand-washing. The thermos must have a spout that allows the water to remain “running” without holding or pushing it. A container of some sort would then need to be placed under the thermos to catch the waste water). Employees must wash their hands at all necessary times during food preparation and service (i.e after sneezing, coughing, touching face or hair, after taking out trash, etc.).
- ◆ Overhead protection must be provided over all food service, preparation, hand-washing, storage, and utensil washing areas. EXCEPT THAT, overhead cover is not required over the actual grilling unit due to fire safety reasons (in the instance where a lid is not provided on the grilling unit). Once food is taken off the grill, however, it must be properly protected from potential contamination (birds, insects, weather, etc.).
- ◆ Effective hair restraints must be provided and used by all employees at all times while engaged in open food handling – such as hair nets, hats, scarves, etc. Beards should also be restrained with a beard snoot or other means.
- ◆ NO smoking, eating, or drinking is permitted in any food preparation or service areas. EXCEPT THAT, a covered employee beverage container is allowed if used properly.

***Dates and times of when cooking/serving will take place at the Temporary Food Service OFF-SITE Establishment must be submitted to this Department at least weekly/monthly to ensure proper periodic inspection of temporary facilities. If you cancel an event, you must also notify this Department to prevent an after-hours inspection that is not needed. FAILURE TO DO SO MAY RESULT IN PERMANENT REVOCATION OF THE PERMIT AND/OR OTHER APPLICABLE PENALTIES.***

**Schedules may be mailed to the Fort Wayne-Allen County Food Division at: 1 E Main St., 5<sup>th</sup> Floor, Fort Wayne, IN 46802**  
**They may also be faxed to: (260) 427-1391, Attn: Food Division**