

# FIESTA ESPECIAL

April 20<sup>th</sup> – 21<sup>st</sup>, 2012

## OPERATIONAL GUIDELINES FOR TEMPORARY FOOD ESTABLISHMENTS

### **FEES FOR TEMPORARY FOOD ESTABLISHMENTS**

- Booths that are selling only whole, uncut fresh fruits and vegetables (such as a farmers market display) or GIVING AWAY individually prepackaged, non-potentially hazardous and non-perishable food items that are also labeled individually, and from an approved & licensed business/distributor are exempt from the Food Handler certificate requirement, but not the Temporary Food Establishment permit/license requirement.
- A license/permit fee of \$25 will be charged for all food and drink booths if paid at least 15-30 days prior to the event. Fees must be submitted to RMI with Temporary Food Establishment Permit Application for processing. After copies are made for Fiesta Especial, originals will be distributed to vendors.
- The license/permit fees are non-refundable. The event coordinator or person-in-charge of the event is responsible for insuring that payment has been made by or on behalf of each vendor.
- Neither City of Windcrest Inspectors nor Fiesta Especial representatives will accept payments for permits at the event.

### **FEES FOR FOOD HANDLER CERTIFICATES**

- All food/beverage vendors are required to have proof of Food Handler/Manager training and a Food Handler Certificate presented from the City of Windcrest. A trained food handler must be present at vendor booth all hours while booth is in operation.
- Vendors WITH a current Food Handler/Manager certificate from the City of San Antonio (that does not expire before the Fiesta Especial event concludes) may use a copy of their City of San Antonio certificate to obtain a City of Windcrest certificate, without attending the separate City of Windcrest Food Handler training course. A copy of the City of San Antonio certificate must accompany the Food Handler/Manager application form and the \$18 certificate fee per person.
- Vendors WITHOUT a current City of San Antonio Food Handler/Manager certificate will be required to take the City of Windcrest Food Handler training course at least 30 days prior to our event and provide us with a copy of such certificate. There is an \$18 certificate fee required by the City of Windcrest to obtain the certificate once training is completed. A minimum of one (1) person from each shift must attend the City of Windcrest food handler training course.
- Booths that are selling ONLY bottled water or beverages, or ONLY selling individual, pre-packaged, non-perishable food items (such as nuts, chips, cookies) from approved/licensed businesses/distributors, are exempt from the food handler training or certificate requirement.
- A certificate fee of \$18 per person will be charged for all food and drink booths (whether profit or non-profit) if paid at least thirty (30) days prior to the event (deadline is Friday, March 16th) .
- The \$18 training/certificate fees are non-refundable. Forms of payment accepted by the City of Windcrest for Food Handler Permits are cash, money order or credit card. The event coordinator or person-in-charge of the event is responsible for insuring that payment has been made by each vendor.

### **OPERATIONAL GUIDELINES**

All temporary food establishments shall meet the sanitation requirements of a temporary food establishment as listed in *Section 229.170 of the Texas Food Establishment Rules (TFER)* and Chapter 13, Article II, Section 13-27 (e) of the San Antonio City Ordinance.

A Temporary Food Establishment requires inspections and permitting of all food and drink stands at special events.

Each temporary food establishment will be inspected, approved and permitted before the actual operations begin. The requirements for these stands are as follows:

- ♦ Proof of purchase of a Temporary Food Establishment license/permit(s) must be presented at the beginning of the event to the Inspector. These are to be clearly posted at each booth - visible to the Inspector and the public.
- ♦ Proof of Food Handler Training must be presented at the beginning of the event to the Inspector, and available for inspection at any time during the event. At least one person working in a Temporary Food Establishment, for each shift the vendor is operating, must be a Certified Food Handler. Proof of Food Handler training/certificate must be submitted to Fiesta Especial 15-30 days prior to the event and presented at the beginning of the event to the Health Inspector.
- ♦ All persons working in the booth should wear clean clothes and approved hair restraints (hair nets or ball caps with hair pulled back securely) to protect the food. Rings and bracelets should not be worn. Vendors

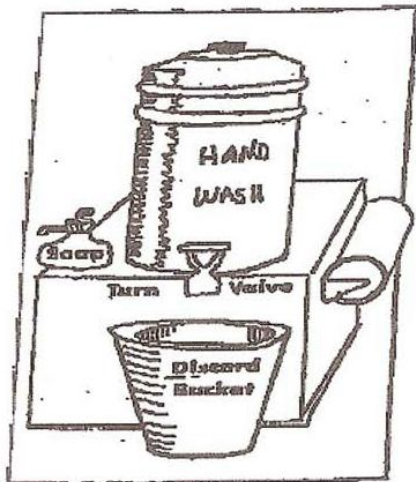
must keep ample supply of hair nets and disposable gloves on hands for their volunteers throughout the event.

- ◆ Disposable gloves must be worn by each person serving or working with food or non-bottled drink items. Gloves must be disposed of after each shift change or hand washing and changed after touching a non food contact surface. Each person must wash their hands at the beginning of their shift or each time they must leave/return to the booth during their shift.
- ◆ All foods/drinks must be from an approved source and/or licensed facility or prepared in the temporary food establishment. An approved source is considered an establishment that is under inspection and/or licensed by an authorized health authority. No homemade cakes, cookies, beans, tacos, or other food/drink preparations are permitted to be sold. We cannot approve or license a private home.

### **SANITATION**

- ◆ Food items bought from a licensed distributor/business in bulk, must be opened on-site at the event (and not in advance). The food items must immediately be placed into approved containers with lids (such as restaurant food containers), where the food items are only removed and handled by the certified Food Handler and handed directly to the purchaser.
- ◆ Food and drink shall be dispensed from a roofed concession stand. Food items should be kept covered at all times.
- ◆ Charcoal cookers may be placed outside the stand and away from potential overhead contamination.
- ◆ An impervious floor shall be installed if the booth is not placed on concrete or rolled asphalt. (Cardboard or carpet is not an acceptable floor covering.)
- ◆ *Each* temporary food establishment preparing or serving food/drink, other than canned/bottled drinks, shall have the following items present in the booth before being approved for operation and during operating hours:
  - A hand washing station with running water is required. This shall consist of a clean water container (10-15 gallons or larger) with a spigot, filled with potable water, and catch basin to hold the wastewater until properly disposed. *A push button spigot is not approved.*
  - Soap and paper towels for hand washing. Cloth hand towels are NOT permitted.
  - Three (3) plastic or metal containers (5 gallon minimum capacity) to wash, rinse and sanitize utensils used in the booth.
  - A small bottle of liquid detergent for utensil washing.
  - A container of potable water if running water is not available.
  - Facilities for trash: Plastic bags or metal or plastic waste receptacles with lids.
  - A scoop for dispensing ice. A metal scoop is recommended.
  - A small bottle of bleach for sanitizing. (2 teaspoons/gallon of water) Bleach strips are recommended for testing throughout the day.
  - Facilities to maintain perishable foods at temperatures of 41°F or less or 135°F or greater. A digital thermometer is required to ensure hot foods/meats are at appropriate temperatures. Temperatures must be tested on an hourly basis. To avoid contamination issues, you are required to keep alcohol wipes on hand (or Clorox wipes) to clean thermometers after each and every use. Each vendor must complete the temperature log sheet issued by Fiesta Especial and have it available for review by monitors during booth operation.

## HAND WASH STATION



## DISHWASHING STATION

Sanitation

WASH

RINSE

SANITIZE



5 Gallon  
CONTAINERS

- ◆ Breather shields (*sneeze guards*) shall be used if food is to be displayed on the service counter where the public may have access to it. Self-service items such as pickles, onions, hot sauce, etc. shall be stored in containers with flip-top lids, covers, or be provided in single-portion packets.
- ◆ Hot, potentially hazardous food prepared in advance in a licensed food establishment and refrigerated must be reheated to 165°F in two hours or less before being placed into steam tables or other devices to maintain a temperature of 135°F. Holding devices, such as steam tables, will not heat a refrigerated product fast enough to inhibit the growth of harmful bacteria. Slow cooking devices (crock pots) are unacceptable for reheating of foods. A digital thermometer is required to ensure hot foods/meats are at appropriate temperatures. Temperatures must be tested on an hourly basis. To avoid contamination issues, you are required to keep alcohol wipes on hand (or Clorox wipes) to clean thermometers after each and every use. Each vendor must complete the temperature log sheet issued by Fiesta Especial and have it available for review by monitors during booth operation.
- ◆ Frozen foods should be thawed in a refrigerator or walk-in cooler, or, in some instances, under cold running water. Never thaw frozen turkey, chicken, meat or other potentially hazardous foods at ambient temperature.
- ◆ *Potentially hazardous foods* left out at ambient temperature for more than *four (4) hours*, or foods contaminated by flies, roaches, air, coughing, sneezing, or other means, may cause foodborne illnesses due to the fast reproduction of harmful bacteria. Foods found under these conditions must be discarded. Leftover potentially hazardous foods must be discarded at the end of each day's operation.
- ◆ All vegetables & fruits should be washed before processing for cooking and making salads, guac, pico de gallo, chili sauces, fruit salads, etc. A small amount of vinegar will help preserve chili sauces.
- ◆ If shell oysters are used, the tags from the bags or boxes they are packaged in must be kept for ninety (90) days to be able to trace the shipment should a problem develop. Shucked oysters need to be maintained at 41°F or below in the original container.
- ◆ The booth shall be cleaned at the end of each day, or more frequently if required, to reduce the attraction of rodents and roaches. The water in utensil-washing and hand washing containers must be changed when it becomes dirty. All wastewater must be disposed of in an approved manner. Items in the booth must be secured overnight to prevent contamination.
- ◆ Store *all* food products and single service articles (disposable) at least *six (6)* inches above the ground.
- ◆ It is recommended that children under the age of 14 not be permitted to work or be in the food booth.

**MOBILE VENDORS - KITCHEN ON WHEELS:** Vehicle or trailer that is selling approved open food products. The requirements for the unit are listed below:

1. Is an enclosed room with walls, floors and ceilings that are smooth, easily cleanable, and non-absorbent.
2. Doors are tight fitting.
3. Windows that can be opened have minimum sixteen mesh per inch screening wire to protect from insects and rodents.
4. A three compartment sink with hot and cold running water available to all three compartments. All three compartments are large enough to immerse largest piece of equipment for washing, rinsing and sanitizing.
5. Separate hand washing sink with hot and cold running water by mixer faucet and properly plumbed to waste water tank.

6. Unit has a minimum ten gallon water heater or an instantaneous (on-demand) water heater.
7. If you have a ten gallon water heater then the unit should have minimum fifteen gallon fresh water tank. If you have an instantaneous water heater then the unit should have a minimum twenty-five gallon fresh water tank.
8. Unit has minimum thirty-gallon wastewater holding tank. In all cases the wastewater tank must be fifteen percent larger than the total volume of fresh water (hot and cold together).

Fresh water tank	Waste Water Tank	Equation for any size fresh water tank
25 gallons	30 gallons	$.15 \times \text{fresh water tank size} = \text{additional amount}$ $\text{additional amount} + \text{fresh water tank size} = \text{waste tank size}$  <b>FOR EXAMPLE FOR A 36 gallon fresh water tank</b> $.15 \times 36 = 5.4$ $5.4 + 36 = 41.40$ gallons waste tank
30 gallons	34.5 gallons	
35 gallons	40.25 gallons	
40 gallons	46 gallons	
45 gallons	51.75 gallons	

**PUSH-CART VENDORS:**

- ◆ Vendor must have their cart pre-inspected by the City of Windcrest no less than fifteen to thirty (15-30) days prior to the event. Contact the Health Official (Gary Davis, R.S.) at 710-5701 who will discuss the “Rules on Temporary Food Service” with and additional sanitation requirements with you.
- ◆ Vendors are required to have umbrellas over their carts
- ◆ Gloves must be worn by each person serving food. Gloves must be disposed of after each shift change. Each person must wash their hands at the beginning of their shift.

**SIMPLE SNO-CONE –** Individuals selling sno-cones from a vehicle or pushcart where the ice and syrups are purchased from an approved, licensed food operation and the individual puts the two items together in their unit. No grinding of ice or reconstituting of syrups is allowed. The requirements for the unit are listed below:

1. Unit is a truck with a cover over the back, van, station wagon or hatchback. (Facility where persons can vend from the rear of the vehicle in a clean environment) Regular passenger cars cannot be licensed. Pushcart must have an umbrella. (Please note that sno-cone mobile vendor units fall under the separate Temporary Food Establishment requirements noted above.)
2. A gravity feed hand wash facility is provided in the unit with water, soap and paper towels.
3. Ice chests for sodas and ice that are in good repair, clean, easily cleanable and non-absorbent.
4. If shelving is provided it must be easily cleanable, and non-absorbent.

**ICE CREAM VENDOR:** Individuals selling pre-packaged novelty ice cream from a vehicle or pushcart. The requirements for the unit are listed below:

1. Unit is a truck with a cover over the back, van, station wagon or hatchback. (Facility where persons can vend from the rear of vehicle in a clean environment) Regular passenger cars cannot be licensed.
2. Mechanical freezer utilizing electricity or dry ice to maintain ice cream in frozen state is provided and in good repair.
3. If shelving is provided it must be easily cleanable, and non-absorbent.
4. Open food handling (such as nachos, frito pies, grinding ice, or bulk pickles) are NOT allowed.