

C.2.1.4 (Procedure) Temporary Food Establishments

Responsible Department: Associate Vice Chancellor of Human Resources

Based on Board Policy: [C.2.1](#) – Environmental Health and Safety

Approved: 11-18-10

Last Amended: 2-26-15

Employee or Student Sponsored Temporary Food Fundraisers---Permit Not Required

Employees or students sponsored temporary food sells/fundraisers are permitted on District properties providing the events are not open to the public. Open to the public means the events shall not be posted in the Ranger newspaper or advertised using any medium that has a general distribution or if banners or signs are displayed in public view, this includes placing signs on the public sidewalks.

Strict food service guidelines shall be followed:

1. Wash your hands frequently---especially after eating, drinking, or using the restrooms .
2. Keep all meat, poultry, fish, dairy products and other potentially hazardous food at the proper temperatures:
 - If cold----45F or below
 - If hot-----140F or above
3. Protect the food by keeping it covered, or behind/under a shield .
4. Wash and sanitize contaminated utensils and food contact surfaces immediately.
5. Eat and drink away from the food preparation and service areas.
6. Prepare all food inside the booth, under a roof, and/or a covered area.
7. Sick or ill (i.e. cold, flu etc.) individuals shall not handle, prepare, and/or serve food products.
8. Keep toxic items such as cleaning supplies, lighter fluids, sanitizers, etc. away from food and food preparation areas.
9. Wear disposable plastic gloves and change them if they come in contact with your body or contaminated items.
10. Serve only food items prepared at the booth or stand and not from home.
11. Dump all waste water down sanitary sewer, not on the ground.
12. Read the full guidelines for Temporary Food Establishments.
13. Smoking on District properties and in buildings is prohibited.

Private Events: A permit is not required if food products are provided to employees, students, visitors, and/or family members at private events held inside District buildings.

Special Events Temporary Food Establishments---Permit Required

A special event shall mean an event that is sponsored, recognized or organized by an organization such as a neighborhood association, religious group, cultural group, political party, church, school, sport team, fraternal organization, non-profit group/organization, city, county, state, or federal government. This includes the following events:

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1. Temporary Food Establishments---Culture-Fest at St. Philip's College
2. Temporary Food Establishments---PAC-Fest at Palo Alto College
3. Temporary Food Establishments---at all swimming and sporting events, etc...

These events are considered to be open to the public. Open to the public is defined as any temporary food establishments that are advertised using medium that has a general distribution or if banners or signs are displayed in public view. This includes any mention of the event in the Ranger New Paper.

Operational Guidelines

All temporary food establishments shall meet the sanitation requirements of a temporary food establishment listed in 25 TAC, Section 229.170 and any applicable City Ordinance. Each food establishment will be inspected, approved and permitted before the actual operations begin.

1. Proof of purchase of a Temporary Food Establishment permit(s) must be present at the beginning of the event to the Sanitarian.
2. January 1, 2010, at least one person working in a Temporary Food Establishment must be a Certified Food Handler for all events lasting four (4) or more days.
3. All persons working in the booth shall wear clean clothes and approved hair restraints to protect the food. Rings and bracelets should not be worn.
4. All foods must be from an approved source and/or licensed facility or prepared in the temporary food establishment.