

FOOD VENDOR

HANDBOOK



HOW TO BECOME A MOBILE FOOD VENDOR

- CITY OF DESERT HOT SPRINGS BUSINESS LICENSE AND FOOD TRUCK PERMIT
- CODE COMPLIANCE
- TYPES OF FOOD VENDORS
- FRIDAY NIGHTS ON PIERSON
- TEMPORARY FOOD FACILITY (TFF)
- TFF TIPS
- BOOTH SETUP
- WIND SECURITY
- HANDWASHING STATION
- SOCIAL MEDIA AND PRESENTATION
- FOOD TRUCK PARKING MAP

THIS GUIDE IS NOT COMPREHENSIVE AND IT IS ADVISED THAT YOU PLEASE CONTACT THE RIVERSIDE COUNTY HEALTH DEPARTMENT FOR ALL DETAILED INFORMATION REGARDING THEIR MOBILE FOOD FACILITY PERMITTING PROCESS.

www.cityofdhs.org



CITY OF DESERT HOT SPRINGS

BUSINESS LICENSE AND FOOD TRUCK PERMIT

- A VENDOR WILL FALL UNDER THE CATEGORY OF FOOD TRUCK OR SIDEWALK VENDOR (POP-UP/CANOPY).
- TO OPERATE A FOOD TRUCK OR AS A SIDEWALK VENDOR YOU WILL NEED A BUSINESS LICENSE AND A FOOD TRUCK PERMIT.

- FOR BUSINESS LICENSE YOU NEED:

- PHOTO ID



- FOR THE FOOD TRUCK PERMIT OR SIDEWALK VENDOR PERMIT YOU WILL NEED:

- VALID DRIVER'S LICENSE
- PROOF OF INSURANCE
- SELLER'S PERMIT (OPTIONAL)
- HEALTH DEPARTMENT PERMIT
- PHOTO OF FOOD TRUCK
- BUSINESS LICENSE



- BOTH ARE NEEDED TO OPERATE WITHIN THE CITY LIMITS.
- VISIT [HTTPS://WWW.CITYOFDHS.ORG/BUSINESS-LICENSES/](https://www.cityofdhs.org/business-licenses/)
- CONTACT KATHLYN PALMER FOR ANY BUSINESS LICENSE QUESTIONS.
- ADMINISTRATIVE ASSISTANT
- (760) 329-6411 EXT. 241
- KPALMER@CITYOFDHS.ORG

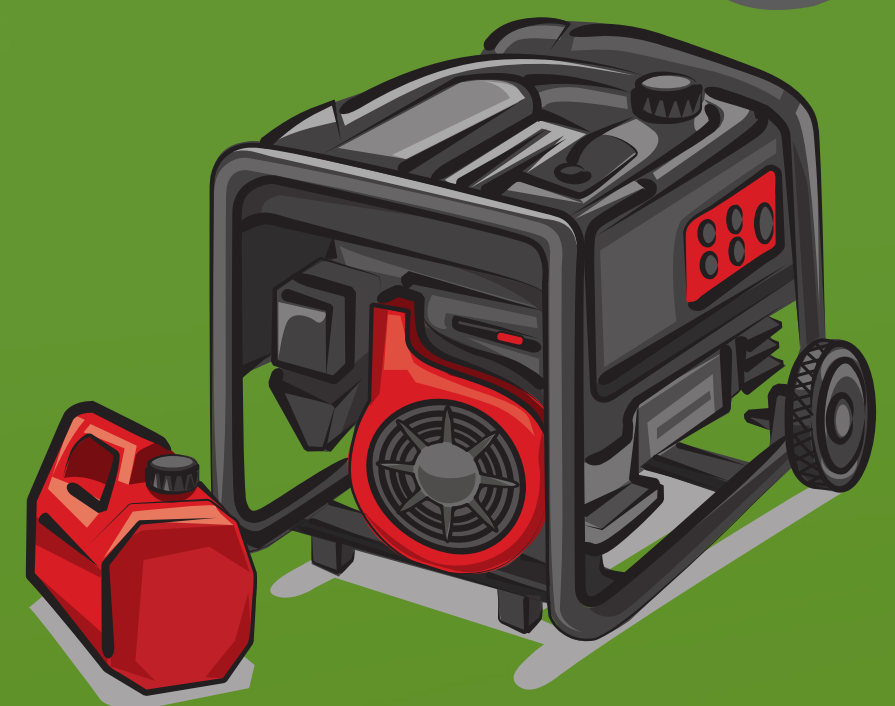


CODE COMPLIANCE

WHAT OUR CODE OFFICERS LOOK FOR

WHAT CODE LOOKS FOR:

- BUSINESS LICENSE WITH THE CITY OF DESERT HOT SPRINGS.
- MOBILE FOOD VENDOR LICENSE WITH THE CITY OF DESERT HOT SPRINGS.
- ALL FOOD PREP MUST TAKE PLACE INSIDE OF THE FOOD TRUCK.
- ALL GENERATORS MUST COMPLY WITH THE CITY'S NOISE ORDINANCE.
- IF THEY INTEND TO HAVE LIGHTING, IT MUST NOT CREATE A VISIBILITY HAZARD OR FACE ONCOMING TRAFFIC.



TYPES OF VENDORS

MFF OR TFF

- THE TWO TYPES OF VENDORS ARE EITHER MOBILE FOOD FACILITIES OR TEMPORARY FOOD FACILITIES.
- THE FOLLOWING INFORMATION PERTAINS TO RETAIL FOOD VEHICLES, INCLUDING PRODUCE VEHICLES, PREPACKAGED FOOD VEHICLES AND CARTS (ICE CREAM TRUCKS OR PUSH CARTS), UNPACKAGED FOOD VEHICLES OR CARTS (HOT DOG CARTS, SHAVED ICE CARTS, ETC.), AND FOOD TRUCKS.
- IT IS THE RESPONSIBILITY OF EACH FOOD VENDOR TO OBTAIN ALL OF THE NECESSARY PERMITS AND LICENSES, INCLUDING THOSE REQUIRED BY LOCAL CITY AND COUNTY AGENCIES FOR THE LEGAL OPERATION OF THEIR VEHICLE OR CART.
- ALL RETAIL FOOD VENDORS ARE REQUIRED TO OBTAIN A CURRENT ENVIRONMENTAL HEALTH PERMIT, AND APPROVAL FROM THE COUNTY OF RIVERSIDE DEPARTMENT OF ENVIRONMENTAL HEALTH PRIOR TO OPERATING ANYWHERE IN RIVERSIDE COUNTY.

- CATEGORY 1- PRODUCE VEHICLE (WHOLE, UN CUT PRODUCE)



- CATEGORY 2- PREPACKAGED FOOD PUSH CART (ICE CREAM CARTS AND OTHER TYPES OF PUSH CARTS)



- CATEGORY 3- PREPACKAGED FOOD VEHICLE (ICE CREAM TRUCK/VAN, PACKAGED CATERING TRUCKS, ETC.)



- CATEGORY 4-NON-PREPACKAGED FOOD VEHICLE OR MOBILE SUPPORT UNIT (ENGAGED IN "LIMITED FOOD PREPARATION"- SHAVED ICE CARTS, HOT DOG CARTS, ETC.)



- CATEGORY 5-MOBILE FOOD PREPARATION UNIT (FOOD TRUCKS/TRAILERS)



- TEMPORARY FOOD FACILITY- CONSIDERED A CANOPY OR "POP UP" FOOD VENDOR.



FRIDAY NIGHTS ON PIERSON

OVERVIEW

- THE CITY IS LAUNCHING FRIDAY NIGHTS ON PIERSON EVERY FRIDAY AND HAS OPENED IT UP TO LICENSED RIVERSIDE COUNTY FOOD TRUCKS STARTING FRIDAY MAY 12TH- JUNE 9TH FROM 5-9PM (WEATHER PERMITTING)
- CURRENTLY WE WILL ONLY BE ALLOWING LICENSED RIVERSIDE COUNTY FOOD TRUCKS. CANOPY POP UPS WILL BE ALLOWED TO OPERATE UNDER A TEMPORARY FOOD FACILITY IN THE COMING MONTHS. WE WILL SEND OUT AN ANNOUNCEMENT WHEN THIS WILL BE ALLOWED. IN THE MEANTIME PLEASE COMPLETE ALL OF THE NECESSARY PAPERWORK SO THAT YOU ARE READY TO OPERATE WHEN THIS IS ALLOWED.
- TO BECOME A PARTICIPATING VENDOR YOU MUST COMPLETE THE FOLLOWING:
 - BUSINESS LICENSE
 - FOOD TRUCK PERMIT OR SIDEWALK VENDOR PERMIT
 - FRIDAY NIGHTS ON PIERSON APPLICATION
- AFTER YOUR APPLICATION IS COMPLETED AND APPROVED YOU WOULD BE ALLOWED TO SET UP IN THE DOWNTOWN AREA (AROUND PALM AND PIERSON) FRIDAY'S 5-9PM.



www.cityofdhs.org



TEMPORARY FOOD FACILITY

"POP UPS"

- THE CITY OF DESERT HOT SPRINGS CONSIDERES POP-UPS (BOTH FOOD AND NON-FOOD) TO FALL UNDER THE CATEGORY OF "SIDEWALK VENDOR". SEE CITY OF DHS BUSINESS LICENSE FOR MORE INFORMATION ON LICENSING REQUIREMENTS.
- ALL COMMUNITY EVENT ORGANIZERS ARE REQUIRED TO OBTAIN A COMMUNITY EVENT PERMIT TO HOST A COMMUNITY EVENT. FOOD BOOTHS SET UP AT COMMUNITY EVENTS ARE REFERRED TO AS TEMPORARY FOOD FACILITIES.
- THERE ARE 2 TYPES OF PERMITS THAT CAN BE OBTAINED FOR TEMPORARY FOOD FACILITIES TO OPERATE AT A COMMUNITY EVENT:
 - OCCASIONAL EVENT PERMIT – FOR AN EVENT THAT RUNS 3 DAYS OR LESS IN A 90 DAY PERIOD.
 - TEMPORARY EVENT PERMIT – FOR AN EVENT THAT RUNS 4-25 DAYS WITHIN A 90 DAY PERIOD.
- TEMPORARY FOOD FACILITY OPERATOR'S GUIDE (ENGLISH / SPANISH)
- SELF CHECKLIST FOR TEMPORARY FOOD FACILITIES
- FOOD STORAGE HANDOUT FOR TEMPORARY FOOD FACILITIES
- OPEN-AIR BBQ'S, SMOKERS, AND WOOD BURNING OVENS HANDOUT
- BOOTH DESIGN
- A HANDWASHING STATION
- A DISHWASHING STATION
- THERMOMETERS ARE REQUIRED
- TRASH RECEPTACLES ARE REQUIRED
- TEMPERATURE CONTROL
- FOOD HANDLERS
- WATER/SEWER
- RESTROOMS (PROVIDED BY CITY OF DHS)



VISIT THE RIVERSIDE COUNTY ENVIRONMENTAL HEALTH DEPARTMENT WEBSITE AT:

[HTTPS://RIVCOEH.ORG/OURSERVICES/FOODS/COMMUNITYEVENTS/TEMPORARYFOODFACILITIES](https://rivcoeh.org/ourservices/foods/communityevents/temporaryfoodfacilities)

www.cityofdhs.org



TFF TIPS

TO HELP YOU PASS INSPECTION

THE FOLLOWING CONDITIONS ARE SERIOUS AND MAY PREVENT YOUR TFF FROM APPROVAL UNTIL RESOLVED:

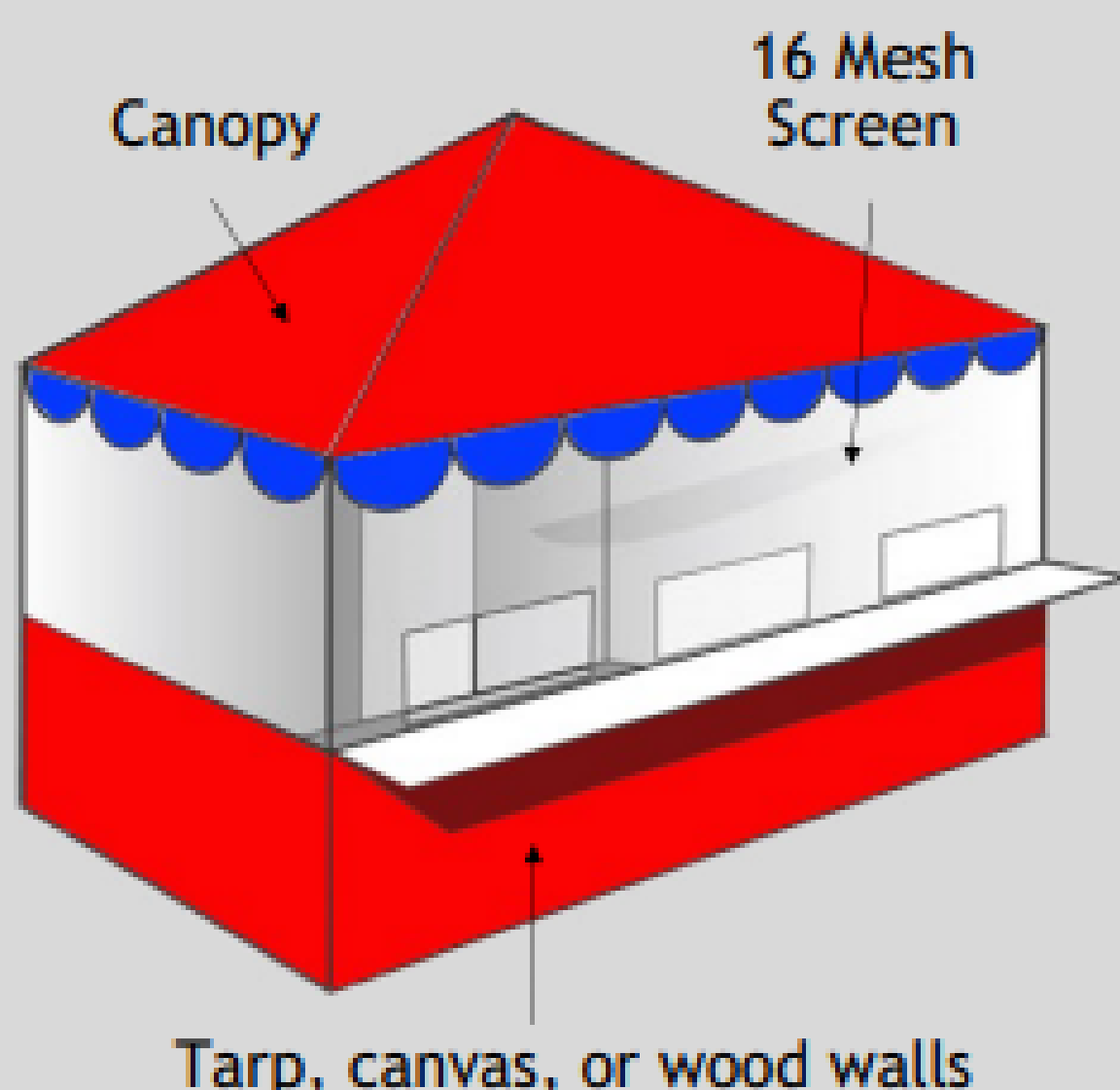
- NO ENCLOSURE
- NO POTABLE WATER
- NO HOT WATER
- NO ELECTRICITY (WHEN REQUIRED FOR REFRIGERATION, LIGHTING, ETC.)
- NO SANITIZER
- FOOD FROM AN UNAPPROVED SOURCE
- NO HAND WASH STATION IN PLACE PRIOR TO FOOD PREPARATION
- INCLEMENT WEATHER CONDITIONS HINDERS PROPER SANITATION
- OVERFLOWING SEWAGE (INSIDE OR OUTSIDE)
- ACTUAL OR POTENTIAL THREAT TO PUBLIC HEALTH AND SAFETY (FOODS OUT OF TEMPERATURE, UNAPPROVED FOOD SOURCE, INADEQUATE SANITIZATION, ETC.)



BOOTH SETUP

TEMPORARY FOOD FACILITY

TFFS WHO OFFER PRE-PACKAGED FOOD ONLY AND DO NOT CONDUCT ANY PREPARATION, INCLUDING SAMPLES, DO NOT REQUIRE A FULLY ENCLOSED BOOTH. HOWEVER, SOME FORM OF OVERHEAD PROTECTION MUST BE IN PLACE OVER ALL FOOD AND FOOD STORAGE AREAS. FOOD SAMPLES MUST BE GIVEN TO CUSTOMERS IN A PREPACKAGED STATE. ALL TFF OPERATORS WHO PREPARE AND STORE OPEN FOODS MUST DO SO INSIDE A FULLY ENCLOSED AND APPROVED AREA, SUCH AS A BOOTH. THE FOLLOWING STRUCTURAL REQUIREMENTS MUST BE MET:



Cellings

- Solid roof constructed of canvas or tarps (such as a canopy).

Walls

- Booth must have 4 walls constructed of smooth, durable, and easily cleanable materials such as canvas, tarps, or 16-mesh fine screening.
- Food service windows must not be larger than 216 square inches and must be at least 18 inches apart. Windows must be covered with screening when not in use.
- Screening must cover food service windows and other openings to minimize the entrance of insects and food contaminants.

Floors

- Constructed of concrete or asphalt, a tarp, or sealed wood kept clean and in good repair. Grass or dirt floors are not acceptable and must be covered.



WIND SECURITY

TEMPORARY FOOD FACILITY

TO HELP PREVENT ANY ISSUES DUE TO WIND IT IS REQUIRED THAT YOU ADD A WEIGHT TO EACH BASE OF YOUR CANOPY AS WELL AS A WEIGHT INSIDE OF YOUR TRASH CAN TO PREVENT IT TIPPING OVER. ANY DECORATIONS OR SIGNAGE NEEDS TO BE SECURED TO PREVENT ANY DAMAGES THAT CAN BE CAUSED BY THE WIND.



HANDWASHING STATION

TEMPORARY FOOD FACILITY

ALL TFFS WITH OPEN FOOD MUST HAVE AN APPROVED HANDWASHING SINK. HANDWASHING SINKS MUST BE LOCATED INSIDE OF EACH TFF AND MAY NOT BE SHARED WITH ANOTHER TFF. SINK MUST BE PROPERLY SUPPLIED WITH A PUMP SOAP DISPENSER, SINGLE USE PAPER TOWELS, AND A CATCH BASIN FOR WASTEWATER.

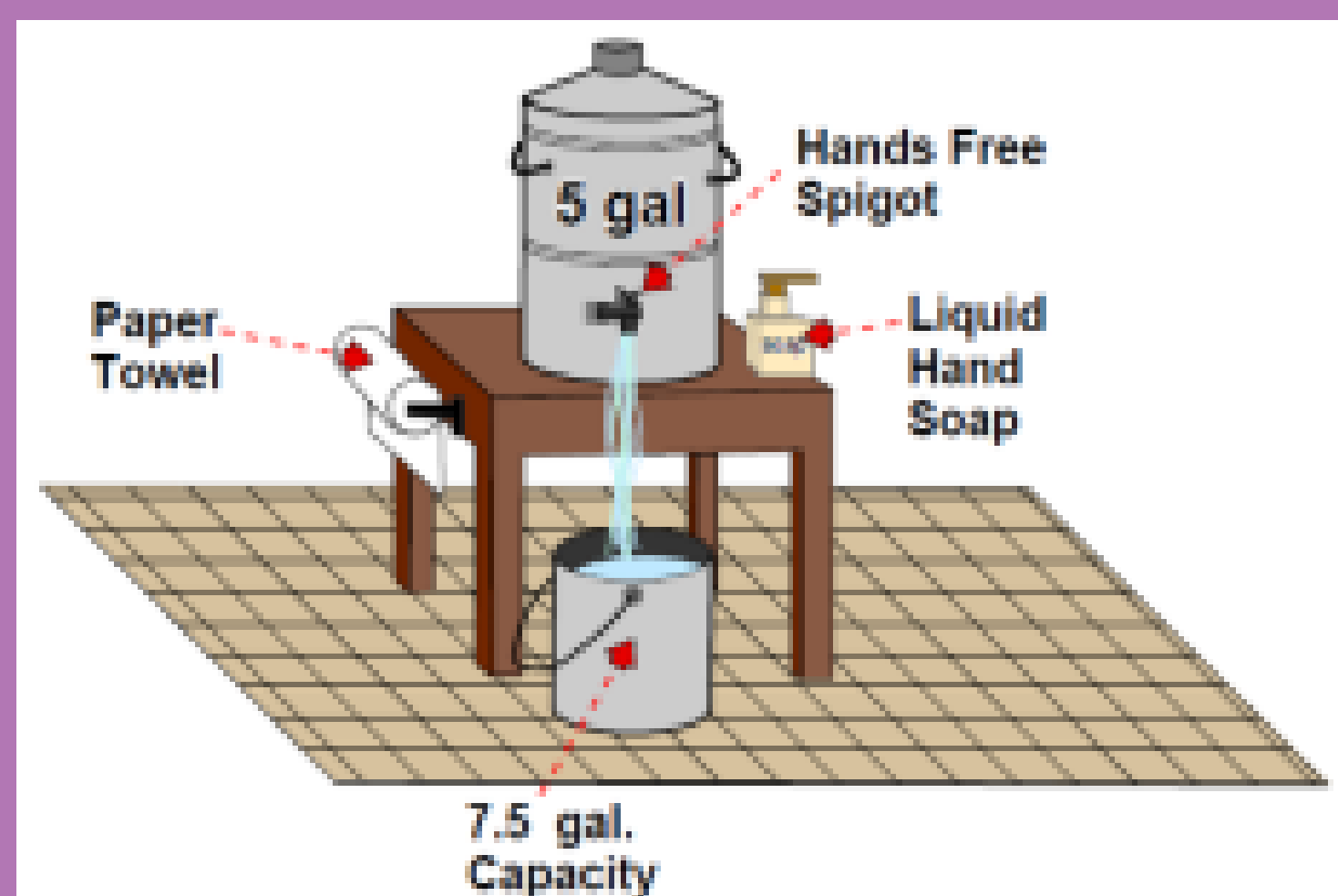
Events lasting more than 3 days:

- A sink with pressurized hot and cold running water



Events lasting less than 3 days:

- A simplified setup consisting of at least 5 gallons of preheated water (100°F) in a container with a free-flowing spigot that provides a continuous flow of water, leaving both hands free for washing (no push buttons).



The handwashing sink must be completely setup and supplied before any food preparation begins.



SOCIAL MEDIA AND PRESENTATION

DOWNTOWN DESERT HOT SPRINGS



SOCIAL MEDIA IS A POWERFUL TOOL FOR REACHING OUT TO YOUR CUSTOMERS, PROMOTING YOUR BRAND, AND INCREASING YOUR VISIBILITY. HERE ARE SOME TIPS AND TRICKS ON HOW TO SET UP YOUR SOCIAL MEDIA ACCOUNT AND LEVERAGE IT TO GROW YOUR FOOD TRUCK OR POP-UP BUSINESS:

- CHOOSE THE RIGHT SOCIAL MEDIA PLATFORMS
 - CONSIDER WHICH SOCIAL MEDIA PLATFORMS ARE MOST RELEVANT TO YOUR TARGET AUDIENCE, SUCH AS FACEBOOK, INSTAGRAM, AND TWITTER.
 - EACH PLATFORM HAS ITS OWN UNIQUE FEATURES AND DEMOGRAPHICS, SO CHOOSE THE ONES THAT ALIGN WITH YOUR BRAND AND BUSINESS GOALS.
- OPTIMIZE YOUR PROFILE
 - CREATE A CLEAR AND CONCISE PROFILE THAT SHOWCASES YOUR BRAND AND MENU.
 - USE HIGH-QUALITY IMAGES THAT SHOWCASE YOUR FOOD AND FOOD TRUCK.
 - INCLUDE A LINK TO YOUR WEBSITE OR MENU.
- LEVERAGE TECHNOLOGY
 - USE QR CODES TO MAKE YOUR MENU ACCESSIBLE TO CUSTOMERS AND STREAMLINE THE ORDERING PROCESS.
 - USE SOCIAL MEDIA SCHEDULING TOOLS TO PLAN AND AUTOMATE YOUR POSTS.
 - INVEST IN A HIGH-QUALITY CAMERA TO CAPTURE PROFESSIONAL-LOOKING PHOTOS OF YOUR FOOD.
- FOCUS ON PRESENTATION
 - MAKE SURE YOUR FOOD TRUCK OR POP-UP SETUP LOOKS PROFESSIONAL AND EYE-CATCHING.
 - USE BRANDED SIGNAGE AND DECOR TO MAKE YOUR BUSINESS STAND OUT.
 - KEEP YOUR FOOD PRESENTATION CLEAN AND VISUALLY APPEALING.
- WHY IS SOCIAL MEDIA IMPORTANT FOR YOUR FOOD TRUCK OR POP-UP BUSINESS?
 - SOCIAL MEDIA IS A COST-EFFECTIVE WAY TO REACH A LARGE AUDIENCE AND INCREASE YOUR VISIBILITY.
 - IT ALLOWS YOU TO BUILD RELATIONSHIPS WITH YOUR CUSTOMERS AND RECEIVE INSTANT FEEDBACK.

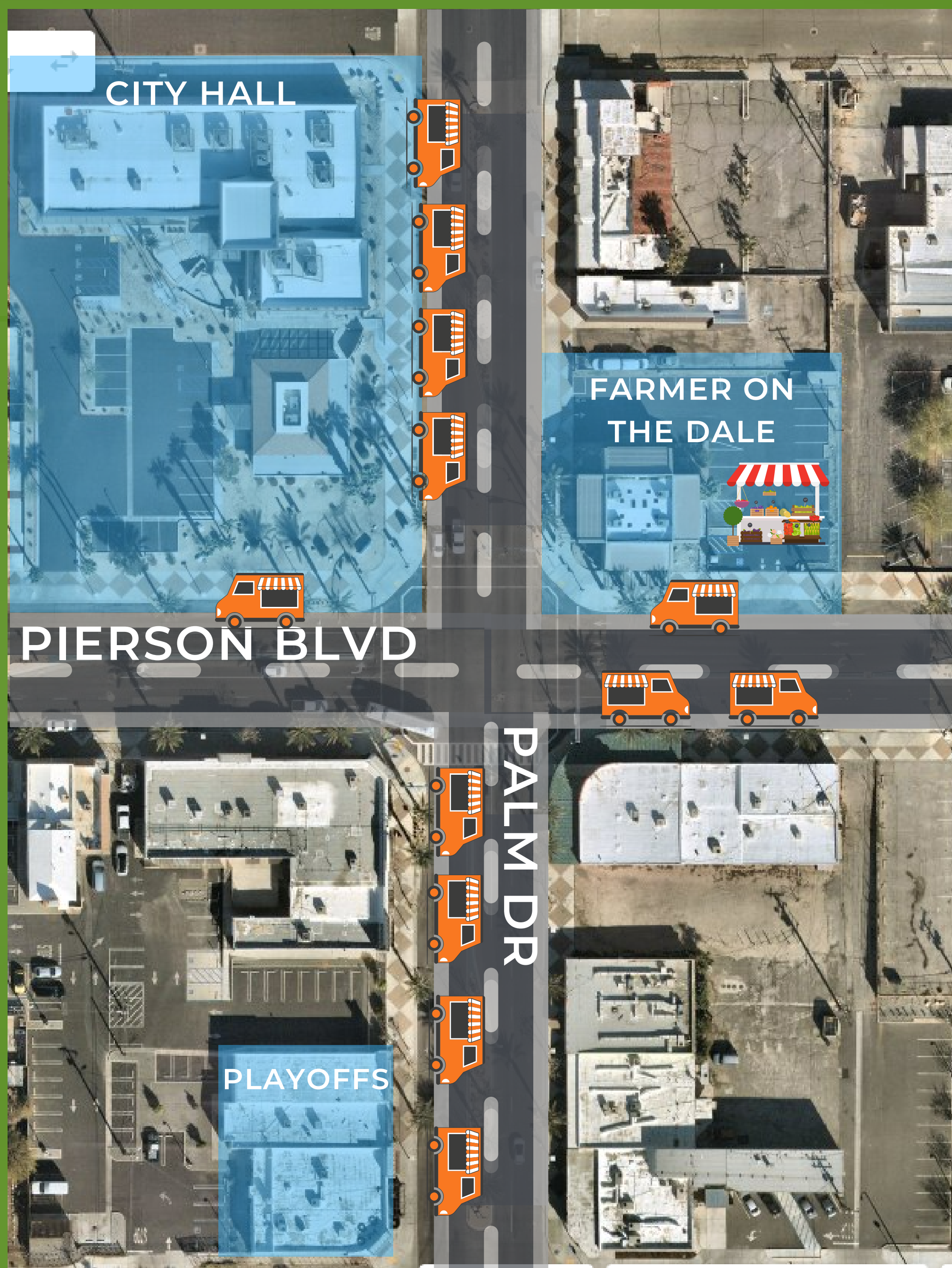
IN SUMMARY, SETTING UP A STRONG SOCIAL MEDIA PRESENCE IS ESSENTIAL FOR ANY FOOD TRUCK OR POP-UP BUSINESS. BY CHOOSING THE RIGHT PLATFORMS, OPTIMIZING YOUR PROFILE, DEVELOPING A CONTENT STRATEGY, LEVERAGING TECHNOLOGY, AND FOCUSING ON PRESENTATION, YOU CAN EFFECTIVELY PROMOTE YOUR BUSINESS AND ATTRACT MORE CUSTOMERS.



FOOD TRUCK PARKING MAP

DOWNTOWN DESERT HOT SPRINGS

LOCATIONS FOR FRIDAY NIGHTS ON PIERSON
FOOD TRUCK PARKING



OPERATOR'S GUIDE

Temporary Food Facility



Protecting People and the Environment



Many people do not think about food safety until a food-related illness affects them or a family member. Preventing foodborne illness remains a major public health challenge. To reduce the occurrences of food related illnesses, Riverside County Environmental Health Specialists inspect food establishments, including Temporary Food Facilities, to ensure safe and sanitary food practices are in place.

The same food handling and sanitation practices apply at a temporary food facility as they would at a permanent food facility. Temporary food facility operators should be aware that a foodborne illness outbreak can occur if they do not properly handle food. Factors contributing to foodborne illness include:

- ◆ Temperature abuse of food during storage or transport
- ◆ Improper cooking temperatures of food
- ◆ Lack of hygiene and sanitation by food handlers
- ◆ Foods from unsafe sources
- ◆ Inadequate cleaning of equipment and utensils

This guide has been developed to assist you in operating a safe and sanitary temporary food facility, while complying with the requirements of California Health and Safety Code as well as Riverside County Codes.

Definitions

Temporary Food Facility (TFF) - A food facility approved by the enforcement officer that operates at a fixed location for the duration of an approved community event or at a swap meet.

Community Event - An event that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events approved by the local enforcement agency. The city hosting the event may need to approve it and issue a special event permit. A TFF *must* be part of a community event and may *not* operate independently of a community event.

Event Coordinator - The person or organization responsible for organizing the event and purchasing the event group permit for all participating food vendors.

Prepackaged Food - Any food that is given away or sold while it is still in its original packaging from the manufacturer. Examples include cans of soda, wrapped candy, and packaged snacks like potato chips. Whole and uncut produce is also considered prepackaged food.

Open Food - Any other food service other than what is described under the definition of prepackaged food is considered open food. Food that requires any kind of cooking, preparation, portioning, sampling, etc., is considered to be open food.

Potentially Hazardous Food (PHF) - A food that requires time or temperature control to limit the growth of illness causing bacteria. Examples of PHF include but are not limited to raw and cooked meats, dairy products, soy products, cooked vegetables, cooked potatoes, cooked pasta, cooked beans, cooked rice, bean sprouts, cut tomatoes, and cut melons.

Obtaining a Permit

Before you can sell or even give away food to the public, you are required to have a valid health permit for the event. The health permit is only valid for the specified event date. Riverside County Environmental Health has (2) two types of event permits: **Occasional** and **Temporary** Event.

Occasional Event is a community event that is operated at a fixed location for no more than 3 days in a 90 day period.

Temporary Event is a community event that is operated at a fixed location for no more than 25 days in a 90 day period.

Event Coordinator Requirements

The event coordinator is responsible for running the community event and ensuring that the TFFs have provided what is needed to operate in compliance. The event coordinator is responsible for initiating the permitting process, completing and submitting all required documents at least 10 business days prior to the event, including:

- Event permit or written approval from the city where the event will be located or the county if located in an unincorporated area
- **Application to Operate a Temporary Food Facility*** (including payment of fees)
- **Temporary Food Facility Community Event Coordinator's Application***

(The organizer fee listed will be waived if this application is submitted at least 10 business days prior to the event.)



* Documents can be obtained at www.rivcoeh.org or from a local Environmental Health office.

TFF Operator Requirements

The operator of the TFF booth is required to complete and submit the following documents prior to the event:

- *Community Event Temporary Food Facility Operator's Agreement Form**
- *Kitchen Agreement Letter**, if applicable

Event permits must be obtained at least **10 business days** prior to the start of the event.

Mobile Food Preparation Units

Mobile food preparation units (food trucks/trailers) without an annual permit from Riverside County Environmental Health may operate at community events but must be listed on the event coordinator's application and must comply with all TFF requirements described in this guide. In addition to general food protection, personal hygiene, and sanitization requirements for all food operations, food trucks must provide proper connections to fresh water and sewer or utilize installed fresh and waste tanks if sufficient in capacity.

- Freshwater supply lines (hoses designed for potable water) are usually white with a blue stripe. These hoses must be stored in a clean and sanitary manner.
- Waste water hoses should be black.
- All connections must be tight and leak-free.



Booth Construction Requirements

TFFs who offer pre-packaged food only and do not conduct any preparation, including samples, do not require a fully enclosed booth. However, some form of overhead protection must be in place over all food and food storage areas. Food samples must be given to customers in a prepackaged state.

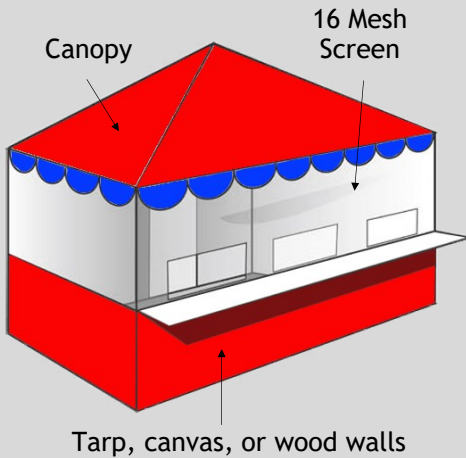
All TFF operators who prepare and store open foods must do so inside a fully enclosed and approved area, such as a booth. The following structural requirements must be met:

Ceilings

- Solid roof constructed of canvas or tarps (such as a canopy).

Walls

- Booth must have 4 walls constructed of smooth, durable, and easily cleanable materials such as canvas, tarps, or 16-mesh fine screening.
- Food service windows must not be larger than 216 square inches and must be at least 18 inches apart. Windows must be covered with screening when not in use.
- Screening must cover food service windows and other openings to minimize the entrance of insects and food contaminants.



Floors

- Constructed of concrete or asphalt, a tarp, or sealed wood kept clean and in good repair. Grass or dirt floors are not acceptable and must be covered.

Business Signage

Each operator must display on the booth the following information:



- Facility Name (min. 3" letters)
- Operator Name (min. 1" letters)
- City (min. 1" letters)
- State (min. 1" letters)
- Zip Code (min. 1" letters)

Handwashing Sink

All TFFs with open food must have an approved handwashing sink. Handwashing sinks must be located inside of each TFF and may not be shared with another TFF. Sink must be properly supplied with a pump soap dispenser, single use paper towels, and a catch basin for wastewater.

Events lasting more than 3 days:

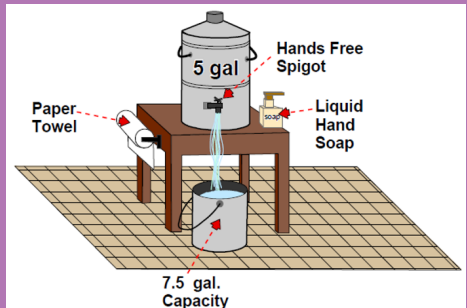
- A sink with pressurized hot and cold running water



The handwashing sink must be completely setup and supplied before any food preparation begins.

Events lasting less than 3 days:

- A simplified setup consisting of at least 5 gallons of preheated water (100°F) in a container with a free-flowing spigot that provides a continuous flow of water, leaving both hands free for washing (no push buttons).



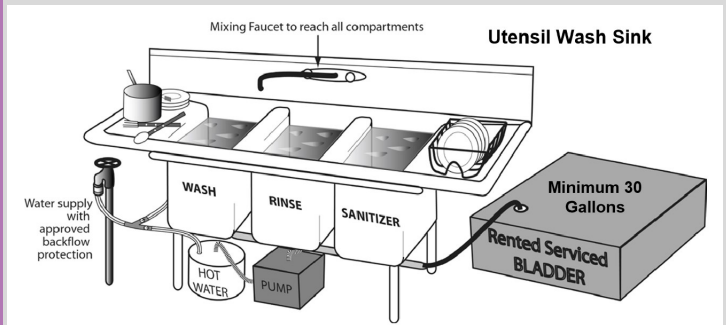
Booth Construction Requirements

Dishwashing Sink

All TFFs that prepare food must have a 3-compartment dishwashing sink where utensils and equipment can be washed, rinsed, and sanitized. Up to four (4) TFFs may share a common dishwashing sink if it is centrally located and adjacent to those sharing. The sink must provide the following:

- Hot and cold potable running water from a mixing valve
- Drain boards
- Overhead protection
- 20 gallons of water supply per booth for dishwashing (this does not include water for food preparation)
- Waste water tank that is at least 50% greater in size than the fresh water supply

Ex: 20 gallon potable supply = 30 gallon waste tank



Mobile 3-compartment sink

For events of 3 days or less, alternative methods for dishwashing may be approved by the local enforcement agency.

TFFs operating for 4 hours or less per day at a single event, in lieu of a dishwashing sink, may provide an adequate supply of utensils and spare utensils that have been properly washed and sanitized at an approved food facility.

Cooking Equipment

If you intend to bring any cooking equipment to your event, please ensure you provide a fire retardant tent for your enclosure. All cooking equipment, other than barbecues, are required to be inside the booth.

- If the local fire department requires any open flame or grease producing cooking equipment to be outside of the booth, cooking equipment must be monitored throughout the event.
- If at any time during the event, environmental conditions prohibit the safe production of food outside of the booth (i.e. wind, dust, rain, insects), the Environmental Health inspector will determine what type of cooking equipment will be allowed for use outside of the booth.
- Contact the local fire department with questions regarding fire extinguishers or fire regulations for cooking equipment inside the booth.



Other Required Equipment

Cold holding units capable of keeping food at or below 41°F:



Mechanical refrigerators



Freezers



Ice chests

Hot holding units capable of keeping food at or above 135°F:



Steam Table



Chaffing Dish

Food Contact Surfaces

All food contact surfaces such as cutting boards and food preparation tables must be made of durable and easily cleanable food grade materials.



Operational Requirements

Food Preparation and Approved Source

All food preparation must take place inside the booth or in an approved kitchen. An approved kitchen is a food facility that is permitted and inspected by a government agency. If you plan to prepare your food at an approved kitchen, you must submit a completed “Kitchen Agreement Letter” to this department prior to the event.



All food that is sold or given away from a TFF must be from an approved retail source and remain free from contamination. Save all sales receipts in the event the inspector requests verification of the source of the purchased food.

No food may be stored or prepared at a private home if it is to be sold or given away to the public except for registered and/or permitted Cottage Food Operations.



Prepackaged Food Labels

Prepackaged food sold directly to the customer must be prepared and packaged at an approved food facility. Foods must be clearly labeled with the following information:

Product name



Net weight or count

Location of where food was made

Ingredients

Handwashing

The easiest and most effective way to protect your customers from foodborne illness is proper handwashing. Hands must be properly washed before starting food preparation and after any activity that may contaminate your hands such as going to the restroom, smoking, handling raw meats, coughing, sneezing and eating.

The proper process to wash your hands is as follows:

- Wet hands with warm water
- Lather hands with liquid hand soap from a pump style dispenser
- Scrub hands for 10-15 seconds
- Rinse with warm running water
- Dry hands using a clean, single-use paper towel



Personal Hygiene

Bare hand contact with foods should be avoided, particularly when handling ready-to-eat foods. **Disposable gloves may be used but must be changed as often as hands should be washed.** Hands must also be washed when changing gloves to avoid contamination of clean gloves.

Hand sanitizers are allowed but are not a replacement for handwashing.

Food workers must practice good personal hygiene.









- Clothing should be clean and long hair restrained.
- Hands and forearms should be free of skin injuries.
- No employees shall be sick while working.
- Smoking is prohibited near the outside BBQ or inside the booth.



Operational Requirements

Food Cooking & Holding Temperatures

When cooking PHFs make sure to cook to the correct internal temperature using a probe thermometer in the thickest part of the food. Refer to the chart below for proper temperatures.

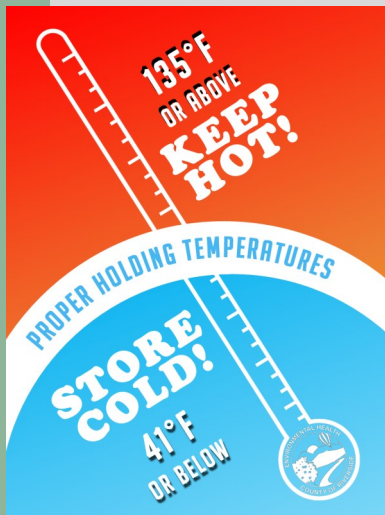
Internal Cooking Temperatures								
Use a Probe Thermometer to Take Internal Cooking Temperatures								
								
Fruit and Vegetables	Eggs Cooked to Order	Fish	Single Piece Meat (Beef, Veal, Lamb, Pork)	Pooled Eggs	Ground Meat and sausage	Poultry and Stuffed Meat	Reheated Foods	
135°F for 15 seconds	145°F for 15 seconds	145°F for 15 seconds	145°F for 15 seconds	155°F for 15 seconds	155°F for 15 seconds	165°F for 15 seconds	165°F for 15 seconds	
Food temperature cannot be felt - use your probe thermometer!								

⇒ Hot Food

PHF must be held at 135°F or hotter. Hot foods must be discarded at the end of the day and may not be cooled and stored for later use.

⇒ Cold Food

PHF must be held at 41°F or colder. Food may be held at 45°F or below for 12 hours or less but must be discarded at the end of the day.



Probe thermometer

Use a probe thermometer to regularly check food temperatures.

Food Protection and Storage

All food must be protected from contamination. This can be done by:

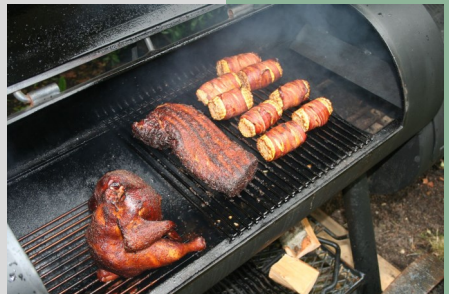
- Storing food in approved food grade containers with lids.
- Storing food at least 6” off the ground.
- Protecting food from exposure to the elements, access of rodents and other vermin, as well as temperature abuse.
- Dispensing condiments from a squeeze bottle, pump dispenser, individual packets or containers with self-closing lids.
- Not allowing live animals inside the booth or within 20 feet of the booth.

Food holding equipment such as chaffing dishes, steam tables or food preparation tables, must be at least 3 feet away from food service windows.

Ice is a food item and should be protected the same as any other food. Ice that is used for drinks or snow cones should be stored in approved containers, separate from ice used for food storage and cooling.

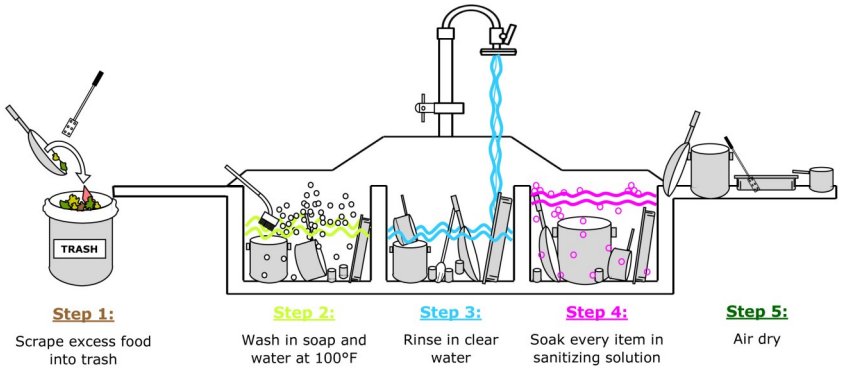
⇒ *Outdoor BBQs*

- Only foods that can be placed directly on the grill may be cooked on an outdoor BBQ. No foil, pans, bowls, trays or other containers may be placed on the outdoor BBQ.
- All foods that are going to be cooked on an outdoor BBQ must be stored inside the booth until ready to be immediately cooked.
- Cooked foods may not be stored outside the booth or on the outdoor BBQ. Once foods have been cooked, they must be stored inside the booth.
- All food must be prepared and stored inside the booth, including cutting of meats.
- The outdoor BBQ must have at least 4 feet of clearance between the grill and the public.



Dishwashing

5 STEPS TO HAND WASHING DISHES



Don't forget to wash your hands after handling dirty dishes!



Sanitizing Solution and Soak Time

- 100ppm Chlorine - 30 seconds
- 200ppm Quaternary Ammonium - 60 seconds
- 25ppm Iodine - 60 seconds

- Test strips must be available for testing the sanitizer concentration. Make sure the testing strips match the type of sanitizer you are using.



Chlorine
Test Strips



Quaternary Ammonium
Test Strips



Iodine
Test Strips



before



after

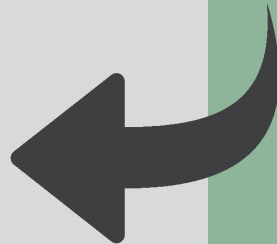
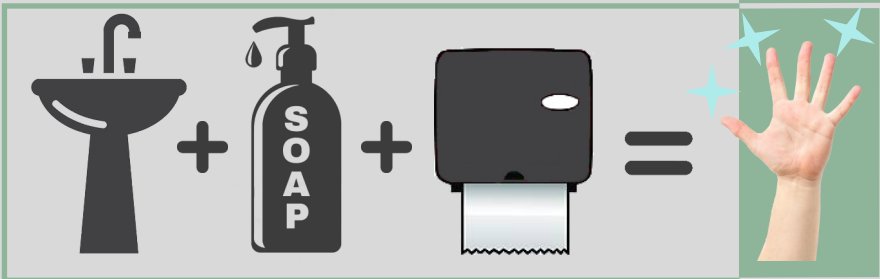
Waste Disposal

- All liquid waste must drain to an approved sewer system.
- Solid waste must be placed in leak proof containers and disposed of properly.



Restrooms

Restrooms must be available within 200 feet and have hot and cold running water, liquid soap and paper towels.



Self-Checklist for Temporary Food Facilities

This is a checklist of items Environmental Health looks for when performing Temporary Food Facility (TFF) inspections. Use this to review your operation prior to opening. We suggest that you carefully go through and “check off” those items that are in compliance. Those not checked would be considered a “violation” during our inspection, and need to be corrected. This checklist will assist you in maintaining your facility at the highest standards.

PERMIT

- TFF has a valid health permit to operate at the community event approved by the Department of Environmental Health.
- Each booth has a person in charge.

BOOTH CONSTRUCTION

- Booth is fully enclosed with roof and 4 sides (for open food).
- Pass-thru windows are no larger than 216 sq. inches.
- Floor is cleanable, well maintained and in good repair.
- Wall screening is 16 mesh per square inch.
- Signage is clearly visible to customers (Name of facility in 3” letters; city, state, ZIP code, and owner name in 1” letters).
- Adequate lighting is available during evening hours.

HANDWASH STATION

- Handwash sink with pressurized hot and cold water is available inside the booth for TFFs operating for more than 3 days or a simplified setup for TFFs operating for 3 days or less.
- Pump soap and paper towels available.
- Catch basin for wastewater.

DISHWASHING SINK

- An approved 3-compartment dishwashing sink with hot and cold running water, soap and sanitizer.
- Dishwashing sink is located within 200 feet of booth.
- Dishwashing sink has adequate overhead protection.



Protecting People and the Environment

FOOD

- Food is purchased from an approved source (keep receipts on-site).
- Food is not prepared or stored in a private home, except for registered or permitted Cottage Food Operations.
- Approved “Kitchen Agreement Letter” for food made at an approved kitchen and not made on-site.
- All food is stored at least 6” off the floor.
- Food and food related products are protected from dirt, overhead leakage and other forms of contamination.
- All food storage containers have tight fitting lids and are properly labeled.
- Ice used for refrigeration purposes (e.g., cooling cans of soda, etc.) is not used for consumption in food or beverages.

TEMPERATURE CONTROL

- Adequate equipment to maintain potentially hazardous food at 41°F and below (coolers or refrigerators) or 135°F and above (steam tables or chaffing dishes) is available.
- An accurate metal probe thermometer is readily available and actively used to measure internal food temperatures.
- Food is cooked* to the proper internal temperature for at least 15 seconds:
 - 165°F for poultry, stuffed fish and meat, or reheated foods
 - 155°F for hamburgers, sausage, injected meats and eggs
 - 145°F for single pieces of meat and fish or eggs cooked to order

* Foods cooked per request do not need a minimum cooking temperature. Written “Disclosure” and “Reminder” must be provided to customer

Self-Checklist

FOOD HANDLERS

- Employees wash their hands with soap and warm water (min. 100°F) at the following times:
 - Before starting work
 - Immediately after using the restroom
 - Any time hands have become contaminated
- Employees handling food or utensils have no open sores and are not sick.
- Employees have clean outer garments.
- Hair is properly restrained.
- When possible, tongs or other utensils, rather than bare hands, are used for preparing or serving food.
- Employees do not smoke or use tobacco inside the booth.

UTENSILS/EQUIPMENT/CHEMICALS

- Approved dishwashing method is used (wash, rinse, sanitize, air dry).
- Required minimum sanitizer concentration used:
 - Chlorine (bleach) 100 ppm for 30 seconds
 - Quaternary Ammonium 200 ppm for 1 minute
- Test strips available to test sanitizer concentration.
- All utensils are clean, sanitized and in good repair.
- All utensils are properly protected from contamination.
- All pieces of equipment (i.e., stoves, grills, tables, sinks, etc.) is clean and in good repair.
- Food contact surfaces are properly cleaned and sanitized.
- Sanitizer and cleaning chemicals are available, labeled and stored away from food, food contact surfaces or utensils.
- BBQ is separated from the public by using rope or other approved method.

WATER AND SEWAGE

- Potable water is used for cooking, utensil washing and hand washing.
- Public water supply connection is protected with an approved backflow device.
- All wastewater drains to an approved sewer system.

TRASH

- Trash is kept in leak-proof and rodent-proof containers.
- Outside trash container lids are kept closed.
- Trash is removed as necessary so as not to create a nuisance.
- Outside premises are clean and well maintained.

RESTROOMS

- Available within 200 feet of booth.
- Approved handwashing facilities are provided.

PEST CONTROL/ANIMALS

- Booth is free of insects and rodents.
- Outside doors/screens are closed during preparation/operation.
- Live animals are kept at least 20 feet away from booth.

THE FOLLOWING CONDITIONS ARE SERIOUS AND MAY PREVENT YOUR TFF FROM APPROVAL UNTIL RESOLVED:

- No enclosure
- No potable water
- No hot water
- No electricity (when required for refrigeration, lighting, etc.)
- No sanitizer
- Food from an unapproved source
- No hand wash station in place prior to food preparation
- Inclement weather conditions hinders proper sanitation
- Overflowing sewage (inside or outside)
- Actual or potential threat to public health and safety (foods out of temperature, unapproved food source, inadequate sanitization, etc.)

QUESTIONS?

Contact your nearest Riverside County Environmental Health office and ask to speak to a specialist or visit our website at www.rivcoeh.org.

OFFICE

LOCATIONS

www.rivcoeh.org • (888) 722-4234



RIVERSIDE
COUNTY

1

Corona

2275 Main St, Suite 204
Corona, CA 92882
(951) 273-9140

2

Riverside - Main Office

4065 County Circle Dr, Suite 104
Riverside, CA 92503
(951) 358-5172

3

Riverside - Downtown

3880 Lemon St, Suite 200
Riverside, CA 92501
(951) 955-8980

4

Murrieta

30135 Technology Dr, Suite 250
Murrieta, CA 92563
(951) 461-0284

5

Hemet

800 S. Sanderson Ave, Suite 200
Hemet, CA 92545
(951) 766-2824

6

Palm Springs

554 S. Paseo Dorotea
Palm Springs, CA 92264
(760) 320-1048

7

Indio

47-950 Arabia St, Suite A
Indio, CA 92201
(760) 863-8287

8

Blythe

260 N. Broadway
Blythe, CA 92225
Self-Service Kiosk Only

Self-Checklist for Temporary Food Facilities



This is a checklist of items Environmental Health looks for when performing Temporary Food Facility (TFF) inspections. Use this to review your operation prior to opening. We suggest that you carefully go through and “check off” those items that are in compliance. Those not checked would be considered a “violation” during our inspection, and need to be corrected. This checklist will assist you in maintaining your facility at the highest standards.

PERMIT

- TFF has a valid health permit to operate at the community event approved by the Department of Environmental Health.
- Each booth has a person in charge.

BOOTH CONSTRUCTION

- Booth is fully enclosed with roof and 4 sides (for open food).
- Pass-thru windows are no larger than 216 sq. inches.
- Floor is cleanable, well maintained and in good repair.
- Wall screening is 16 mesh per square inch.
- Signage is clearly visible to customers (Name of facility in 3” letters; city, state, ZIP code, and owner name in 1” letters).
- Adequate lighting is available during evening hours.

HANDWASH STATION

- Handwash sink with pressurized hot and cold water is available inside the booth for TFFs operating for more than 3 days or a simplified setup for TFFs operating for 3 days or less.
- Pump soap and paper towels available.
- Catch basin for wastewater.

DISHWASHING SINK

- An approved 3-compartment dishwashing sink with hot and cold running water, soap and sanitizer.
- Dishwashing sink is located within 200 feet of booth.
- Dishwashing sink has adequate overhead protection.

FOOD

- Food is purchased from an approved source (keep receipts on-site).
- Food is not prepared or stored in a private home, except for registered or permitted Cottage Food Operations.
- Approved “Kitchen Agreement Letter” for food made at an approved kitchen and not made on-site.
- All food is stored at least 6” off the floor.
- Food and food related products are protected from dirt, overhead leakage and other forms of contamination.
- All food storage containers have tight fitting lids and are properly labeled.
- Ice used for refrigeration purposes (e.g., cooling cans of soda, etc.) is not used for consumption in food or beverages.

TEMPERATURE CONTROL

- Adequate equipment to maintain potentially hazardous food at 41°F and below (coolers or refrigerators) or 135°F and above (steam tables or chaffing dishes) is available.
- An accurate metal probe thermometer is readily available and actively used to measure internal food temperatures.
- Food is cooked* to the proper internal temperature for at least 15 seconds:
 - 165°F for poultry, stuffed fish and meat, or reheated foods
 - 155°F for hamburgers, sausage, injected meats and eggs
 - 145°F for single pieces of meat and fish or eggs cooked to order

* Foods cooked per request do not need a minimum cooking temperature. Written “Disclosure” and “Reminder” must be provided to customer

Self-Checklist

FOOD HANDLERS

- Employees wash their hands with soap and warm water (min. 100°F) at the following times:
 - Before starting work
 - Immediately after using the restroom
 - Any time hands have become contaminated
- Employees handling food or utensils have no open sores and are not sick.
- Employees have clean outer garments.
- Hair is properly restrained.
- When possible, tongs or other utensils, rather than bare hands, are used for preparing or serving food.
- Employees do not smoke or use tobacco inside the booth.

UTENSILS/EQUIPMENT/CHEMICALS

- Approved dishwashing method is used (wash, rinse, sanitize, air dry).
- Required minimum sanitizer concentration used:
 - Chlorine (bleach) 100 ppm for 30 seconds
 - Quaternary Ammonium 200 ppm for 1 minute
- Test strips available to test sanitizer concentration.
- All utensils are clean, sanitized and in good repair.
- All utensils are properly protected from contamination.
- All pieces of equipment (i.e., stoves, grills, tables, sinks, etc.) is clean and in good repair.
- Food contact surfaces are properly cleaned and sanitized.
- Sanitizer and cleaning chemicals are available, labeled and stored away from food, food contact surfaces or utensils.
- BBQ is separated from the public by using rope or other approved method.

WATER AND SEWAGE

- Potable water is used for cooking, utensil washing and hand washing.
- Public water supply connection is protected with an approved backflow device.
- All wastewater drains to an approved sewer system.

TRASH

- Trash is kept in leak-proof and rodent-proof containers.
- Outside trash container lids are kept closed.
- Trash is removed as necessary so as not to create a nuisance.
- Outside premises are clean and well maintained.

RESTROOMS

- Available within 200 feet of booth.
- Approved handwashing facilities are provided.

PEST CONTROL/ANIMALS

- Booth is free of insects and rodents.
- Outside doors/screens are closed during preparation/operation.
- Live animals are kept at least 20 feet away from booth.

THE FOLLOWING CONDITIONS ARE SERIOUS AND MAY PREVENT YOUR TFF FROM APPROVAL UNTIL RESOLVED:

- No enclosure
- No potable water
- No hot water
- No electricity (when required for refrigeration, lighting, etc.)
- No sanitizer
- Food from an unapproved source
- No hand wash station in place prior to food preparation
- Inclement weather conditions hinders proper sanitation
- Overflowing sewage (inside or outside)
- Actual or potential threat to public health and safety (foods out of temperature, unapproved food source, inadequate sanitization, etc.)

QUESTIONS?

Contact your nearest Riverside County Environmental Health office and ask to speak to a specialist or visit our website at www.rivcoeh.org.



County of Riverside DEPARTMENT OF ENVIRONMENTAL HEALTH

www.rivcoeh.org

District Environmental Services KITCHEN AGREEMENT LETTER

You want to sell your food, but you don't have a permitted kitchen and you don't want to spend the money to lease a building. Now what?



You may be able to use space at a location that already has an Environmental Health permit. Some food establishments allow individuals to use their kitchen and storage areas to prepare food and store equipment.

This "Kitchen Agreement Letter" establishes the arrangement between you and that already-approved / permitted food establishment. We've created this form so that you will already know exactly what we need to know!



LOCATE AN APPROVED KITCHEN

Find a permitted commercial kitchen that has the equipment and storage space you need.



MAKE AN APPOINTMENT WITH US

Let us know what you've found. We will talk about whether the facility will meet your needs along with our requirements for food safety.



ON-SITE EVALUATION

We will meet you and the owner on-site in order to evaluate the facility.



PERMIT

Once the Kitchen Agreement letter has been signed and approved by an Environmental Health Specialist and the on-site evaluation has passed, you may submit an application for an Environmental Health permit.

WHAT OTHER REQUIREMENTS ARE THERE FOR MY BUSINESS?

- All food must be stored and prepared at the approved kitchen.
- Equipment and utensils must be washed, rinsed, sanitized, and stored at the approved kitchen.
- All food workers must have a valid Riverside County Environmental Health Food Handler card.
- Log sheets must be maintained at your approved kitchen and shall include: dates, times, and the names and locations of previous and future events or venues.
- If you will be packaging your food, follow the labeling requirements found on the California Dept. of Public Health website at <https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram.aspx>

You can find additional requirements for the method you will be selling your food, such as at a special event or as a caterer, at www.rivcoeh.org.

For our office locations call us at (888) 722-4234 or visit our website at www.rivcoeh.org



County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

www.rivcoeh.org

**District Environmental Services
KITCHEN AGREEMENT LETTER**

Vendor DBA: _____

Owner: _____ CDL: _____ DOB: _____

Mailing Address: _____

Business Phone: _____ Cell Phone: _____ Email: _____

This section is to be **completed by the owner/operator of the permitted food facility** that will be used by the above named individual to prepare foods. **This agreement must be updated and submitted to Riverside County Department of Environmental Health annually along with the corresponding permit fees when applicable.**

Name of Food Facility: _____ Environmental Health Permit #: _____

Name of Owner/Operator: _____

Address of Facility: _____

Business Phone: _____ Business Hours: _____

Email: _____

Day(s)/time(s) when the vendor will be using your kitchen: _____

The above named vendor has my permission to use my permitted food facility as stated above for the purpose of storing and preparing food, and for cleaning and storing utensils and equipment. I agree to provide a dedicated, clearly labeled storage space for the caterer/vendor to store his/her food and utensils/equipment.

I understand this agreement is between myself and the vendor and that I shall notify Riverside County Department of Environmental Health upon severance of this agreement. Additionally, any change to the operation, menu, or equipment will require prior approval by this department. I also understand that any falsification or misrepresentation pursuant to this agreement may subject me to citation or other legal action. I understand this agreement and declare the information above to be accurate and correct. I will maintain a copy of this Kitchen Agreement Letter at my permitted food facility.

Owner Signature

Date

Vendor Signature

Date

NOTE: This agreement is not valid until it is approved and signed by an authorized representative of the Riverside County Department of Environmental Health. This department reserves the authority to revoke this agreement for cause at any time.

Signature of Environmental Health Specialist

Print Name

Date

OPEN-AIR BBQS, SMOKERS AND WOODBURNING OVENS

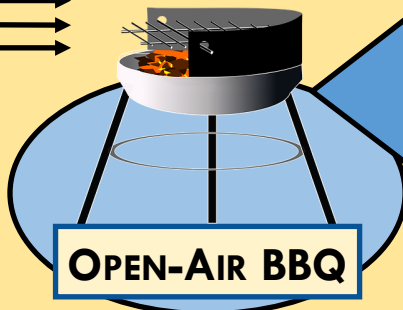


Protecting People and the Environment

www.rivcoeh.org
(888) 722-4234

DISTANCES

- 200 FEET TO RESTROOMS AND HANDSINKS IN FOOD FACILITY
- 20 FEET FREE OF LIVE ANIMALS
- 5 FEET OF IMPERVIOUS, EASILY-CLEANABLE FLOOR
- 3 FEET SEPARATION OR BARRIER FROM CUSTOMERS



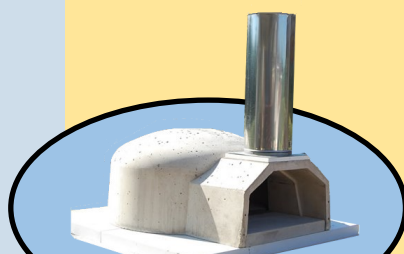
**HOT COALS • HEATED LAVA
HOT STONES • GAS FLAME**

OPERATIONS

- MUST BE OPERATED IN CONJUNCTION WITH:
 - ◇ A PERMANENT FOOD FACILITY THAT IS APPROVED FOR FOOD PREPARATION,
 - ◇ A CATERING OPERATION,
 OR
 - ◇ AN APPROVED FOOD BOOTH OR MOBILE FOOD TRUCK AT A COMMUNITY EVENT
- COOKING ONLY, NO HOT HOLDING
- FOOD IS IN DIRECT CONTACT WITH HEAT SOURCE, NO GRIDDLES, PANS, OR POTS
- DO NOT OPERATE WHEN THERE IS DUST, DIRT, OR OVERHEAD CONTAMINATION AS DETERMINED BY THE ENFORCEMENT OFFICER
- COOK AND IMMEDIATE SERVE, OR COOK, TRANSPORT COVERED, AND HOLD INSIDE PERMITTED FOOD FACILITY
- CONDIMENTS IN SQUEEZE-TYPE BOTTLES OR SINGLE USE PACKAGES ALLOWED OUTSIDE
- ACCURATE PROBE THERMOMETER FOR CHECKING TEMPERATURES
- EQUIPMENT STORAGE (WHEN NOT IN USE) AND ALL FOOD STORAGE SHALL BE WITHIN AN APPROVED PERMANENT FOOD FACILITY

EQUIPMENT

- ANSI-APPROVED OR
- APPROVED, FOOD-GRADE, AND EASILY-CLEANABLE



**OUTDOOR
WOODBURNING OVEN**

STRUCTURAL

- APPROVED HANDWASHING
- ALL EQUIPMENT CLEAN AND IN GOOD REPAIR

APPROVALS NEEDED

- ✓ RIV. CO. ENVIRONMENTAL HEALTH
- ✓ LOCAL PLANNING/BUILDING & SAFETY
- ✓ AQMD - WWW.AQMD.GOV
- ✓ LOCAL SANITARY SEWER/WATER DISTRICT



OUTDOOR SMOKER

