



BOROUGH OF RUTHERFORD

DEPARTMENT OF HEALTH

184 Park Ave. Rutherford, NJ 07070

Jennifer Galarza, Health Official

(201) 460-3020

Fax (201) 460-3021

www.rutherfordboronj.com

TEMPORARY RETAIL FOOD ESTABLISHMENT APPLICATION

TEMPORARY LICENSE FEES ARE NON-REFUNDABLE

Temporary Retail Food License \$41.00

Not for Profit Organization No Fee

EVENT INFO

Event Name: _____ Date of Event: _____

Time Vendor will be set up for inspection: _____ Time Frame of Event: _____

Event Address: _____

City: _____ State: _____ ZIP: _____

Event Coordinator Name/Organization: _____

Event Coordinator Email: _____ Event Coordinator Phone: _____

VENDOR INFORMATION

Business Owner/Entity Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Onsite Operator: _____ Phone: _____

Site set up: Food Truck Trailer Table Tent Other: _____

IN CONSIDERATION OF THE ISSUANCE OF THIS LICENSE, THE APPLICANT AGREES TO COMPLY AT ALL TIMES WITH THE CHAPTER 24 SANITATION IN RETAIL FOOD ESTABLISHMENTS AND FOOD AND BEVERAGE VENDING MACHINES AND/OR THE RUTHERFORD HEALTH DEPARTMENT CODE AND ANY OR ALL OTHER CODES PROMULGATED.

Legal Signature _____ Date _____

----- For Health Department Use Only -----

License Application: Approved _____ Disapproved _____ Date: _____ Amount Paid: _____
Informed Bergen County Health Department on _____ Initials _____

FOOD PREPARATION

PLEASE NOTE: ANY FOOD PREPPED BEFORE THE EVENT MUST BE PREPARED IN A LICENSED INSPECTED KITCHEN.

Where is food purchased? (maintain receipts for inspection):

Where will the food be prepared?

If food is prepared at a commissary please fill out the following information:

Commissary Name:

Commissary Address:

City:

State:

ZIP:

Phone:

**** Please Note:** Deep-frying of food items (i.e. zeppoles, french fries) are prohibited. This does not apply to mobile food trucks.

MENU INFORMATION

List food items sold/served below

PRE-SCREENING DOCUMENTATION REQUIRED

Copies of the following items must be submitted with your application prior to the event:

1. Business License and Certificate of Insurance
2. Food Safety Program Certification
3. Last Inspection report
4. Commissary License – if applicable
5. Commissary Inspection report – if applicable
6. Photos of truck equipment and sinks – if applicable for truck or trailer

All stages of food activities require Health Department oversight. Commissary kitchen paperwork in another business name will not be accepted.

I certify to the best of my knowledge that all information supplied is true and correct. I have received, read and understand "Requirements for Temporary Food Events." I understand that event participation approval is based on the Health Department application review and vendor pre-screening.

Signature: _____

Date: _____

Temporary Event Guidelines

A temporary retail food establishment means a retail food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. Fairs, festivals, cookouts or similar celebrations, as well as other events sponsored by organizations, serving food and open to the public, are all examples of temporary events.

The Rutherford Department of Health requires food service vendors to apply for a food license **7 DAYS PRIOR TO THE EVENT DATE** in order to schedule an inspection with an inspector from the Bergen County Health Department.

Once the application and required documents are submitted to the Rutherford Health Department, a Bergen County Health inspector will contact the food vendor to review the documents.

Pre-Screening Requirements

All vendor food activities require Health Department oversight. Food prepared prior to the event must be in a licensed, inspected kitchen. Documentation of this oversight must be provided. (see attached application for details)



Certification in a food safety course is expected.

- Registration for future classes:

<https://www.co.bergen.nj.us/consumer-health/food-safety-program>

All foods must be obtained from an approved source (a food facility that is licensed by either the local health authority, FDA, USDA, or state as a wholesale food supplier). Receipts are required.

The Food Vendor must ensure that the operations are in full compliance with the N.J.A.C. 8:24 "Sanitation in Retail Food Establishments Food Beverage Vending Machines and Cottage Food Operations".

Foodservice operators should have a basic understanding of food safety to prevent foodborne illness. By following these guidelines, temporary food service operators can minimize the possibility of a foodborne illness occurrence.

The following actions and equipment are required for all temporary food operations.

FOOD

- All foods must come from an approved source (a food facility that is licensed by either the local health authority, FDA, USDA, or state as a wholesale food supplier). Receipts are required.
- All foods and beverages are to be prepared on-site or at a licensed commercial kitchen.
- **Home prepared foods are prohibited at temporary food establishments. Unless you are a New Jersey licensed cottage food operator regulated by N.J.A.C. 8:24 Subchapter 11: Cottage Food Operator Permit.**
- Prepared foods being transported from a commercial kitchen must arrive at the event hot at 135°F or above or Cold 41°F or below. Foods brought to the event at an improper temperature will not be allowed to be sold or served. Using a refrigerated truck or insulated containers to keep foods hot and/or cold is required.
- Deep-frying of food items (i.e. zeppoles, French fries) are prohibited because of the nature of the operation is messy, and proper cleaning facilities are not readily available. The presence of grease and oil causes an unsafe condition and the safe disposal and changing of oil is not conducive to a sanitary operation. This prohibition shall not apply to any mobile retail food establishment used at a temporary event that is specifically designed for cooking deep-fried food items, as determined by the Health Authority, and are conducted in compliance with the fire suppression requirements of the New Jersey Uniform Fire Code.

BARE HAND CONTACT

A food handler's bare hands may not touch ready-to-eat foods. Tongs, spatulas, deli tissues, or gloves must be used. If gloves are used, they must be properly changed in between activities (i.e. handling raw meats, ready to eat foods, soiled equipment/utensils, smoking, eating, or drinking, handling money, etc.)

HAND SINK

A hand wash sink is **REQUIRED** if you are serving open foods.

Adequate hand washing facilities consist of

- Hot and cold running water
- Soap
- Paper towels.

A temporary sink set-up consists of

- A vessel full of warm water with a spigot type dispenser
- Soap
- Paper towels
- A wastebasket
- A bucket to collect wastewater

Remember to wash hands: before starting or returning to work, after eating, smoking, or using the restroom, when changing duties, before putting on gloves and whenever hands become soiled. The use of gloves or hand sanitizers is not a substitute for hand washing.

REMEMBER TO WASH YOUR HANDS PROPERLY.

- Use soap and water.
- Rub your hands vigorously as you wash them.
- Wash:
 - backs of hands
 - wrists
 - between fingers
 - around and under fingernails
- Rinse your hands well
- Dry hands with a paper towel

Turn off the water using paper towel instead of your bare hands.

FOODS STORED IN ICE

- Packaged and unpackaged foods and bottled or canned beverages may not be stored in direct contact with undrained ice or water.
- Ice used for food must be stored in a separate clean cooler. An ice scoop with a handle should be used to scoop ice to prevent bare hand contact with the ice. Ice shall be from a commercial source.
- Ice scoop shall be stored in a clean self-draining container protected from contamination.
- Raw foods stored in ice must be in a tightly sealed container and/or bags.
- Raw foods and ready-to-eat foods must be stored in different coolers to prevent cross-contamination.
- Must keep a sufficient amount of ice for the entire event.



HOT AND COLD HOLDING

Sufficient equipment that is capable of keeping foods hot and/or cold must be provided. Mechanical refrigeration or ice is needed for cold foods. Refrigerators and freezers should be clean and contain thermometers. Coolers must be cleanable and have a drain. Hot holding units must be clean and contain a thermometer. **Hot foods are kept at 135 °F or hotter and cold foods are kept at 41 °F or colder.**



THERMOMETERS

A Digital metal-stemmed thin probe thermometer is **REQUIRED** to check the temperatures of the foods.



COOKING

An essential part of food safety is assuring that proper final cooking temperatures are met. Proper cooking temperatures for some common foods are:

- Chicken: 165° F
- Hamburgers: 155° F
- Pork: 145° F
- Fish/seafood: 145° F

Foods that require REHEATING must be cooked to a temperature of 165 °F. Sternos, steam tables or other hot holding equipment may not be used to reheat foods. **The carryover or reuse of foods from one day to the next is strongly discouraged.**

Separate utensils must be utilized for raw and ready-to-eat foods.

CONDIMENTS

It is best to have condiments or other consumer food toppings in individual packets, squeeze bottles or bulk dispensers with plungers.

Food items taken out of their original container and placed in another one must be properly labeled.

HAIR RESTRAINT

Food vendors should wear hats, scarves, visors, or hairnets that are designed and worn to effectively keep hair from contacting exposed food.

TRASH

Trash must be handled in a manner so that it does not create a nuisance or act as an attractant to pests. The container should be covered when full or not in constant use. Solid waste is to be disposed of properly.

TOXICS

Cleaning solutions, sanitizers, or other toxic items must be stored separately from foods, single-use and service items, and food contact surfaces. These same items need to be properly labeled. Over-the-counter insecticides not rated for use in or around a food establishment should not be used.

FOOD AND NON-FOOD CONTACT SURFACES

Food preparation and equipment surfaces should be smooth, easily cleanable, and durable.

AUTHORIZED PERSONNEL

Only those individuals working as booth vendors, food handlers, or those who have duties directly related to the operation are allowed in the food booth.

EATING, DRINKING, AND SMOKING

Eating and tobacco use are not allowed in food stands. A closed drink cup with a lid and straw is allowed.

ILLNESS RESTRICTIONS

An individual who has any type of wound infection, or who has a communicable illness that could be transmitted through food shall not be allowed to work in the food stand.

SANITIZER AND WIPING CLOTHS

An approved sanitizer should be provided (chlorine or quaternary ammonium compounds, or iodine). Wiping cloths should be stored in the sanitizer bucket when not in use. **When using bleach to sanitize, mix one teaspoon of unscented bleach to each gallon of water.**

WAREWASHING

Warewashing may be done in a three-bin sink or temporary set-up using bus tubs. First, items should be washed in hot, soapy water. Second, they should be rinsed in clean, warm water. Third, they should be chemically sanitized in warm water with an approved sanitizer. Finally, the items should be air-dried.

Reminders:

Test Strips are required to measure the concentration of the sanitizer.

- Chlorine Concentration 50-100ppm
- Quaternary ammonium 200 ppm

Water must be changed when soiled and/or every four hours.

STORAGE

All foods and single-use or service articles, paper plates, cups and lids, should be stored at least six (6) inches above the floor or ground and protected from contamination.

