

MINISTRY OF HEALTH  
ENVIRONMENTAL HEALTH  
DEPARTMENT

# FOOD SAFETY HANDBOOK

*for  
temporary food stall operators*



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## INTRODUCTION

This guide is for individuals, businesses, charities and community organizations involved in the operation of temporary food stalls. It aims to provide the operational and structural requirements for Temporary Food Stalls, either used in the preparation or handling of food for sale to the public at markets, fetes and other like events in order to be compliant with the Health Services Act.

**For Further Information or to  
Make an Application Contact:**

**The Environmental Health Offices**

Winston Scott Polyclinic	227-7766/67
Warrens Polyclinic	425-2996/2081
Black Rock Polyclinic	438-9624
St. Philip Polyclinic	423- 4572
Randal Phillips Polyclinic	428-3324
Maurice Byer Polyclinic	422-5052/422-2681

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## WHAT IS A TEMPORARY RESTAURANT?

A temporary restaurant is described as a restaurant (food stall) which operates for a period not exceeding 30 days.

In the Health Services (Restaurants) Regulations, 1969 - A restaurant means:

Any premises where any food or drink whatever is sold to any person for the consumption on the premises;

*Before a temporary restaurant can operate the proprietor **MUST** obtain a permit from the Medical Officer of Health as well as certification for all employees from a registered medical practitioner.*

## WHY IS A PERMIT NECESSARY?

Applying for the permit ensures that an inspection of the facilities being used to prepare food is done and is free of food safety hazards that may lead to disease outbreaks. Ultimately, the minimum standards for the safe operation of a food stall is ensured.

## WHERE DO I OBTAIN A PERMIT?

A permit can be obtained from the polyclinic responsible for the area where the event is being held.

## HOW DO I OBTAIN A PERMIT?

After gaining permission from the owner of the land on which you plan to operate, an application must be made to the polyclinic for a temporary restaurant permit. A doctor's certificate for **ALL** of the workers is required **before** the application can be processed.

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## SETTING UP YOUR STALL:

In setting up the stall consider:

- **Will it be conducive to proper Cleaning & Sanitizing?**
- **Will there be cross contamination?**

### STALL CONSTRUCTION:

The construction of the stall plays a role in the maintenance of safe food practices.

### ALL STALLS MUST HAVE THE FOLLOWING:

- **Cooking/ Serving Areas:**

These areas should be smooth, washable and free of cracks and crevices.

- **Roof and sidewalls:**

All stands must have a sidewall, unless otherwise approved by the Ministry of Health.

- **Screening:**

All stands shall be suitably covered over and screened at the sides and back in such a manner as to prevent any mud, filth or airborne contaminating substance from being deposited upon any food item.

- **Floors:**

Like the cooking and serving areas, the floors should be smooth, easily cleanable, free of crack and crevices.

- **Potable Water Supply :**

An adequate supply of clean and potable water should be available.

- **Refuse Disposal Facilities:**

Garbage bins or plastic bags must be place near the stall for customers to disposed of their refuse, and to ensure the removal and disposal of refuse at the end of each day of operation.

- **Authorized Personnel:**

No unauthorized persons - those without doctor certificates; children/infants or pets are permitted in areas where food is being prepared or cooked.

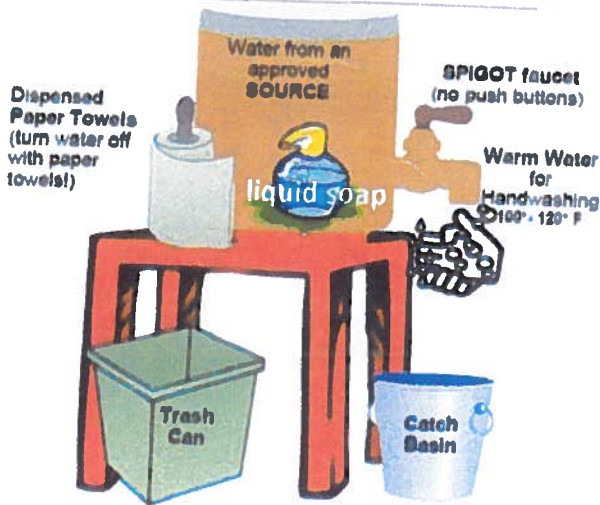
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■ **Washing Facilities (see hand washing station below):**

Separate hand and utensil washing facilities shall be provided within the stall. Dispose of all waste water in a manner that doesn't create a nuisance or is injurious or dangerous to health. Liquid soap and disposable paper towels shall be provided near the hand-washing facilities.

# SETTING UP A HANDWASHING STATION

1. Use clean water jugs
2. Sanitize with 2tsp of unscented bleach in 1 gallon of water. Slopsh to cover all surfaces. Let stand for 5minutes and drain. Do not rinse.
3. Repeat before filling each jug with the approved drinking water.



## RECEIVING FOOD FROM YOUR SOURCES:

Food safety starts when food supplies are received at the door of the food establishment. **Do not accept foods from unapproved sources or which are unsafe, adulterated or out of temperature range.**

### GIVE SPECIAL ATTENTION TO THE FOLLOWING:

**Wholesomeness Check.** Check all incoming foods for damaged containers, leaks, off-odors, filth and other signs that suggest food may not be wholesome.

**Packaged Foods.** Generally, foods commercially packaged and properly labeled (i.e. list of ingredients, manufacture and expiration dates) are from approved food processing establishments. Reputable establishments are regulated to ensure the safety of their products. **Do not receive or use packaged food without correct labeling.**



**Milk and Milk Products.** Only pasteurized milk and milk products can be received and used.

**Eggs.** Eggs and egg products must be from a regulated egg producing or processing establishment. **Do not accept or use cracked/broken, un-refrigerated, soiled/dirty eggs or those with an odour.**



**Shellfish.** Shellfish must be obtained in containers bearing proper labeling with a certification number.

**Meat.** All meat and meat products must be from regulated meat processing establishments and must be inspected for wholesomeness. The meat should have a healthy colour, no "blood shot" areas, intact packaging. There should be no excessive liquid in the packaging and a natural poultry/meat odour.



**Produce.** Most produce from warehouses is from approved sources. Occasionally, produce from a local source is obtained, hence care should be taken to ensure that produce from a local grower has not been mishandled or contaminated. **Do not accept produce that is soft, has bruises, is dull in colour and dry and has chemical residue or shriveled skin.**

**Other Foods.** Crustaceans, wild mushrooms, wildlife and other foods must also be from approved sources.

**Home-prepared Food.** Foods prepared in a private home or unregulated food establishment are not from approved sources. **Do not accept or use these foods.** Such foods present a risk to public health. **Frozen foods need to be received frozen with no signs of previous thawing or freezer burn.**





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## PERSONAL HYGIENE

People poses a threat to food safety by practicing poor personal hygiene.

### WHY IS PERSONAL HYGIENE IMPORTANT?

Personal hygiene is important because it gives customers an indication of the cleanliness of a stall operation.

To ensure proper personal hygiene the following essential tips can be followed by **ALL** employees in the stand:

- ◆ Take daily baths, especially before starting work
- ◆ Clean, neat clothing should be worn everyday and these clothes should only be worn while in the work area
- ◆ No sleeveless tops should be worn
- ◆ Hair should be covered with EFFECTIVE restraints
- ◆ No jewelry should be worn
- ◆ Fingernails should be clean, short well manicured and unpolished (no false fingernails are allowed)
- ◆ All illnesses should be reported to the employer before starting work
- ◆ All cuts and sores on the hand should be covered with waterproof dressings and disposable (single-use) gloves
- ◆ Food should not be handled if any of the following symptoms are being experienced:

jaundice, diarrhea, vomiting, fever, sore throat, sinus infection, persistent coughing or sneezing, dizziness, skin rash or lesions

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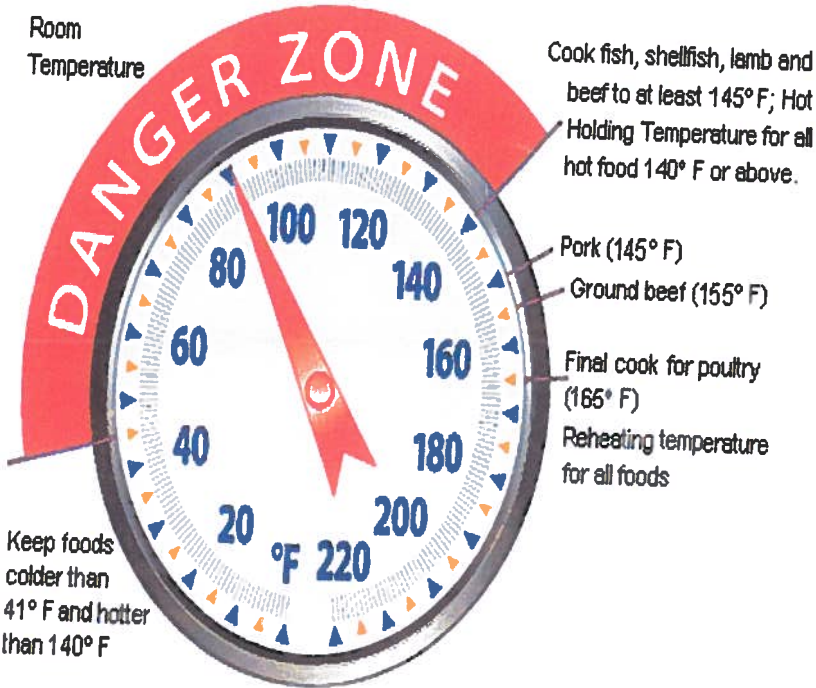
# COOKING GUIDELINES

Food can be placed in classes depending on their ability to cause foodborne diseases. As a stall operator it is very important to know what foods are potentially hazardous as well as any food or ingredient that will support the rapid growth of harmful bacteria.

When cooking it is important that the internal temperature of food reach the required standard to ensure that the food is safe for consumption by the public. When food is exposed to a specified temperature for a specified time period, harmful bacteria is reduced and destroyed. When food does not reach the required time/temperature relationship it is referred to as **undercooked**.

Food Safety ensures that potentially hazardous foods need to be received and maintained at 41°F (5°C) or below or 135°F (60° C) or above (**Temperature Danger Zone**). Food businesses are required by law to maintain food at specified temperatures.

**COOK FOODS TO PROPER TEMPERATURE AND ENSURE THAT FOOD IS OUT OF THE TEMPERATURE DANGER ZONE**



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Another way to avoid foodborne diseases is to avoid cross-contamination. **Cross-contamination** is the transfer of bacteria or viruses from hand to food, food to food or equipment or food contact surfaces to food. Any surface that comes into contact with food is a food contact surface (including your hands). The most common ways of cross-contamination are:

- ◆ Sick employees handling food
- ◆ Raw food contaminating ready-to-eat food
- ◆ Food contact surfaces that are not cleaned and sanitized properly
- ◆ Equipment used for multiple foods without cleaning and sanitizing between preparing foods.

There are many standards that can be practiced to minimize and/or eliminate cross-contamination before the food reaches the consumer:

- ◆ Proper personal hygiene (see pages 8 and 14)
  - ◆ Separate raw/uncooked food from ready-to-eat food
  - ◆ Keep fish, poultry, eggs, meat separate, except when combined for recipes
  - ◆ Place food in covered, labeled and dated containers or packages when stored in the refrigerator
  - ◆ Do not store uncooked food above cooked food in the refrigerator
  - ◆ Use dry, cleaned and sanitized containers for food storage
  - ◆ When using gloves, handle ready-to-eat food before non-ready -to-eat food, then handle raw food. **Gloves provide no special protection against cross-contamination.**
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## CLEANING & SANITIZING

Cleaning is the removal of dirt, soil or food matter from food contact surfaces. There are 3 steps to cleaning:

1. **Washing**
2. **Rinsing**
3. **Sanitizing**



**Washing** is the removal of dirt, soil or food from surfaces with the aid of potable water and a suitable detergent.

**Rinsing** is the use of potable water to wash away excess detergent and soil particles from surfaces.

**Sanitizing** is the process of removing or reducing microorganisms (germs) to safe levels on food contact surfaces.

All food contact surfaces should be cleaned:

- ◆ After each use
- ◆ Before you begin working with another type of food
- ◆ Anytime the tools or items you are working with may have been contaminated
- ◆ When you are interrupted during a task



### WHY SHOULD YOU CLEAN?

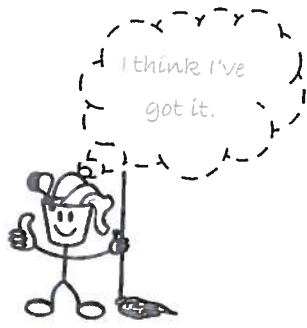
- ◆ To remove matter on which bacteria can grow; reducing the risk of food contamination, food poisoning or food spoilage
- ◆ To allow sanitization of specific equipment and surfaces.
- ◆ To remove materials which would encourage the infestation of pest.
- ◆ To reduce the risk of contaminating food with foreign matter like stone and glass.

- ◆ To remove dirt and grease and ensure a pleasant and safe working environment.
- ◆ To promote a favorable image to customers.
- ◆ To avoid loss of stock or closure due to condemnation by the health authorities
- ◆ To comply with the law.

Stall operators should derive a cleaning schedule and display it for workers to see. This will give more control over what happens in the stall operations. Employees will know who should clean what, when and how and stall operators will be able to access the schedule.

The cleaning schedule should specify:

- ◆ What is to be cleaned
- ◆ Who is to clean it
- ◆ When it should be cleaned
- ◆ How it is to be cleaned



Store all chemicals away from food products, limit the access to chemicals to designated personnel (this can be done using the cleaning schedule).

- ◆ The time necessary to clean it
- ◆ The chemicals, materials and equipment to be used
- ◆ The cleaning standard required
- ◆ The safety precautions to be taken
- ◆ The protective clothing to be worn (gloves, apron, masks etc.)
- ◆ Who is responsible for monitoring and recording that it has been done

## CLEANING PROCEDURE FOR UTENSILS AND EQUIPMENT

- ◆ Scrape food into garbage can

- ◆ Wash in an effective detergent
- ◆ Rinse in clean water
- ◆ Immerse in an approved sanitizer at the required strength and for the required time
- ◆ Allowed to air dry in the correct manner



## HOW DO I SANITIZE?

There are two main ways:

1. **Using Heat:** using hot water that at 180°F/82.2°C or steam.
2. **Using approved Chemical compounds:** for example a chlorine-based product.

### IMPORTANT.

The time needed for the hot water or chemical solution to be in contact with a surface to ensure adequate sanitization is

**two (2) minutes.**

**Household Bleach may be used by adding 2 tablespoons of bleach to one gallon of water.**

## PERSONAL HYGIENE (WHILE HANDLING FOOD)

While working the most important personal hygiene task to remember is hand washing.

### WHEN SHOULD YOU WASH HANDS?

- ◆ Prior to starting work
- ◆ Before handling food
- ◆ After touching raw meat, poultry, fish or eggs
- ◆ After covering a cough or sneeze, blowing/wiping nose
- ◆ After wiping hands on a dirty apron
- ◆ After using the toilet, telephone or handling soiled utensils
- ◆ After touching hair or any part of the body
- ◆ After smoking
- ◆ After handling money
- ◆ After handling the vehicle steering wheel while driving
- ◆ After eating, or any other activity that may dirty hands



## THE CORRECT WAY TO EFFECTIVELY WASH YOUR HANDS:

By following the guidelines outlined below stall operators can ensure that hand washing is done correctly.



No eating, chewing gum or smoking  
**WHILE** in the food establishment



# FOOD STORAGE

Food storage falls into different categories:

1. Cool
2. Frozen
3. Dry
4. Hot

Food not stored at the correct temperature increases the risk of foodborne illnesses or food poisoning of the consumers.

## COOL STORAGE

(1°C to 4°C or 34°F to 40°F)

- ◆ Food must be wrapped or covered
- ◆ Meat being thawed should be stored separately from all other foods
- ◆ Hot food should be cooled rapidly in an ice bath before it is placed in the cooler
- ◆ Separate raw and cooked food
- ◆ Store food in shallow containers to chill rapidly

## FROZEN STORAGE

(-18°C or 0°F)

- ◆ Do not thaw and refreeze food
- ◆ Do not overstock the refrigerator
- ◆ Store frozen food away from the side of the freezer to prevent freezer burn

Ice to be used for storing meat **SHOULD NOT** be used when serving drinks

- ◆ Cut/divide large batches into smaller portions
- ◆ To safely thaw food: place food in a container to avoid 'thaw drip' on the lower shelf in the refrigerator; microwave but cook immediately after thawing; under running water in a water-tight bag or wrapping; in a container of water that must be changed every 20-30 minutes.

## DRY STORAGE

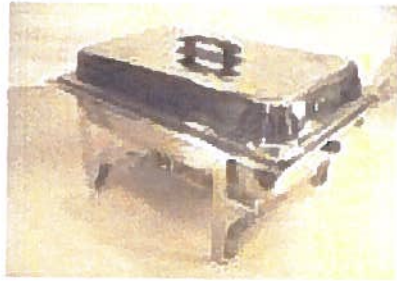
All food, equipment, utensils and single service items shall be stored in a clean dry location above the floor/ground on pallets or shelving and protected from contamination

- ◆ Store items in an area that is dry, cool, well-lit, clean and tidy
- ◆ Food must not be stored less than 18 inches from the ground
- ◆ Area must be rodent proofed
- ◆ Chemicals should not be stored with food

## HOT HOLDING (60°C OR 140°F)

Only approved hot holding equipment shall be used to EFFECTIVELY keep food at its required temperature.

- ◆ Do not place new food on top of old food in the serving pan
- ◆ Do not prepare more food than you can adequately store
- ◆ Keep food covered as the cover will help to retain heat
- ◆ Do not use hot holding equipment to reheat food. Light bulbs cannot be used for heating
- ◆ Place **HOT** water in the trays before placing the food trays in.

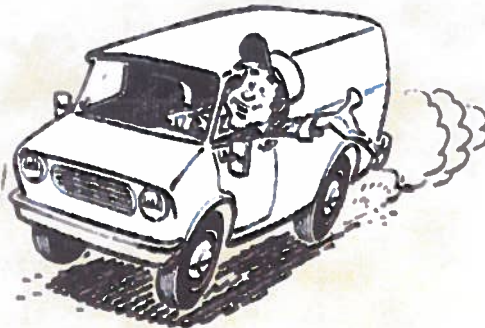


## WHAT RULES EXISTS WHEN DISPLAYING FOOD?

Food being put on display should be protected from consumers, dust, fumes or insects. This can be done by plastic food wraps, sealed containers, sneeze-barrier, food covers and other effective measures.

## HOW SHOULD FOOD BE TRANSPORTED?

- ◆ If food is to be served hot it should be transported in a vehicle that will ensure that it is kept hot and if food is to be served cold should be transported in a vehicle that will ensure it is kept cold
- ◆ Food should be transported in an approved vehicle; the vehicle must be clean and tidy and must not be carrying any other materials such as lawn mowers, pesticides, solvents, tools which may endanger the safety of the food.
- ◆ Avoid delays. Travel straight to the venue from your base kitchen unless your vehicle is refrigerated
- ◆ All food must be carried in clean containers and kept well covered during transit to prevent accidental contamination
- ◆ Animals are not permitted in the vehicle
- ◆ Perishable food must be placed into cool storage immediately upon arrival at the venue.
- ◆ Light bulbs cannot be used for heating



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## WASTE DISPOSAL

- ◆ All waste generated must be collected, stored and disposal of in a satisfactory manner.
- ◆ Proper collection of waste prevents the harbourage and feeding of rodents (rats and mice), cockroaches and flies.
- ◆ Waste disposal bins must be made of strong durable material, that is easily cleanable with a tight fitted cover/ lid, leak proof and light
- ◆ All bins should be lined with a strong plastic disposable bag to collect and store all waste materials.
- ◆ All waste must be disposed in a satisfactory manner through the services of the Sanitation Service Authority



## VECTOR CONTROL

Food must be protected from contamination by flies, roaches, rats, mice, etc. Where ever possible food must be kept covered to avoid contamination by these vectors. The presence of these pest not only reduces the attractiveness of the surroundings; but can contribute to:

- ◆ Nuisance problems
- ◆ Potential vectors of disease
- ◆ Cause economic loss to the business (customer dissatisfaction, complaints and threats of law suits)



# 5 KEYS TO FOOD SAFETY



- ◆ Wash your hands before handling food and often during preparation.
- ◆ Wash your hands after going to the toilet.
- ◆ Wash and sanitize all food surfaces and equipment.
- ◆ Protect kitchen areas from insects, pests and other animals.

## KEEP CLEAN

- ◆ Separate raw meat, poultry and seafood from other food.
- ◆ Use separate equipment such as knives and cutting boards for handling raw food.
- ◆ Store foods in containers to avoid contact between raw and cooked foods.

## SEPARATE RAW AND COOKED FOOD



- ◆ Cook food thoroughly, especially meat, poultry, eggs and seafood.
- ◆ Bring soups and stews to boiling to make sure that they have reached 70°C. For meat and poultry make sure that juices are clear, not pink. Ideally use a thermometer.
- ◆ Reheat cook food thoroughly.

## COOK THOROUGHLY

- ◆ Do not leave cooked food at room temperature for more than 2 hours.
- ◆ Refrigerate promptly all cooked and perishable food (preferably at 4°C).
- ◆ Keep cooked food piping hot (more than 60°C) before serving.
- ◆ Do not store food too long, even in the refrigerator.
- ◆ Do not thaw frozen food at room temperature.

## KEEP FOOD AT SAFE TEMPERATURES



- ◆ Choose foods processed for safety, like pasteurized milk.
- ◆ Use safe water or treat it to make it safe.
- ◆ Select fresh and wholesome foods.
- ◆ Wash fruits and vegetables, especially if eaten raw.
- ◆ Do not use food beyond its expiration date.

## USE SAFE WATER AND RAW MATERIALS



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