

Food Vendor Checklist

Vendors must complete the Food Vendor Checklist during set-up on the first day of the event.

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.

People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000.

TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700

Rau kev pab 612-673-2800

Hadii aad Caawimaad u baahantahay 612-673-3500

Fill out during set-up on the first day of the event

- 1. Hand Washing Station** *(Required for open food or beverage)*
 - a. Minimum 5-gallons warm water
 - b. Container with hands-free spigot
 - c. 5-gallon waste water container
 - d. Pump soap and paper towels
- 2. Floor and Ceiling** *(Required for open food or beverage)*
 - a. Provide smooth, cleanable floors on dirt, gravel or grass surfaces
 - b. Onsite booth has overhead protection
- 3. Food Source/Menu** *(Immediate closure if out of compliance)*
 - a. No foods are prepared or stored at home
 - b. All foods are prepared at a licensed commercial kitchen or onsite at the event
- 4. Employee Hygiene**
 - a. Food workers wash hands before beginning food service and often during service
 - b. Food workers must not work if ill with vomiting or diarrhea in the last 24 hours
 - c. Don't touch ready-to-eat food with bare hands. Use gloves or utensils
 - d. No pets in the food service area
- 5. Food Temperature Control**
 - a. Hot foods held at 135°F or above
 - b. Cold foods held at 41°F or below
 - c. Adequate equipment to maintain temperatures hot or cold: (1) Short term food vendors at events lasting more than four hours must use mechanical refrigeration (2) Short term food vendors at events lasting four hours or less may use ice in insulated coolers to maintain 41°F (3) Seasonal food vendors must use NSF, CSA, ETL, or UL accredited or certified mechanical refrigeration at all events
 - d. A thermometer to measure food temperature is provided

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Food Vendor Checklist – continued

6. Storage

- a. Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box
- b. Ice being used to chill beverages is draining
- c. All plates, cups, utensils and equipment are stored at least 6" above the floor

7. Ice

- a. Ice used for chilling is not used for serving
- b. Ice bags are kept off the floor or ground
- c. Ice is served with an ice scoop that has a handle
- d. Ice is not handled with bare hands or contaminated (*ice scoop handle must be kept out of ice*)

8. Cooking

- a. Raw chicken or poultry is cooked to at least 165°F
- b. Raw ground beef or pork is cooked to at least 155°F
- c. Raw steak, pork, fish or eggs are cooked to at least 145°F
- d. Items previously cooked & cooled at a licensed kitchen must be reheated to 165°F for hot holding

9. Food Protection

- a. Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids
- b. All open food is protected from customer contamination

10. Sanitizer (*If needed for wiping cloths or dishwashing*)

- a. Unscented bleach or Quaternary (Quat) sanitizer available
- b. Sanitizer test strips available
- c. Bleach concentration at 50-200 ppm or Quat at 200-400 ppm
- d. Wiping cloths stored in bucket with sanitizer solution

11. Dish Washing (*Choose one option*)

- a. I will wash, rinse and sanitize equipment and utensils used for time/temperature control for safety food while on site
- b. I will bring enough extra equipment and utensils used for time/temperature control for safety food to switch out every four hours

12. End of Day Clean-Up

- a. Any remaining hot food is discarded (*leftover hot food from temporary events shall not be cooled and re-served*)
- b. Food and equipment stored in a secure location overnight
- c. Booth operator has identified an approved location for disposal of liquid waste and oil/grease
- d. Liquid waste, oil/grease will be properly disposed of
- e. self-inspection sheet is complete and available for Event Sponsor and Inspector to view