UWRF Safe Practices for Temporary Food Stands

Brought to you by:
Student Life
Food Science Club
Risk Management
Purpose – Reduce food-borne illnesses

- Many student organizations set up temporary food stands as a way to make additional money to fund activities.
- Food safety at food stands is a high priority for UWRF.
- This “safe practices” training module is designed to provide basic information on food borne illnesses, safe food handling, preparation, and distribution in an effort to reduce food-borne illnesses from occurring on our campus.
- This module is also designed to acquaint student organizations with the requirements for safe operation of a temporary food stand on campus.
Topics covered in this training module:

- Overview of Food-borne Illnesses
- Preventing Food-borne Illnesses
- Overview of Temporary Food Stand Requirements at UWRF
- Submitting a Food Stand Application
- Food Temperature Recording Chart
- Closing Up and Returning Necessary Materials to Student Affairs
Section 1

Overview of Food-borne Illnesses
Overview of Food-borne Illnesses

- Foodborne illness often presents itself as flu-like symptoms such as nausea, vomiting, diarrhea, or fever, so many people may not recognize the illness is caused by eating "bad" food.
Overview of Food-borne illnesses

There are several causes of food-borne illnesses:

1. Bacteria
2. Parasites
3. Mold, Toxins, Contaminants
4. Allergens
Bacteria

- Bacteria and viruses are the most common cause of food poisoning. The symptoms and severity of food poisoning vary, depending on which bacteria or virus has contaminated the food.

- Age and physical condition place some persons at higher risk than others, no matter what type of bacteria is present.

- Some persons may become ill after ingesting only a few harmful bacteria; others may remain symptom-free after ingesting thousands.
Bacteria

- Bacteria may be present on products when you purchase them. Plastic-wrapped boneless chicken breasts and ground meat, for example, were once part of live chickens or cattle. Raw meat, poultry, seafood, and eggs are not sterile. Neither is fresh produce such as lettuce, tomatoes, sprouts, and melons.
- Foods, including safely cooked, ready-to-eat foods, can become cross-contaminated with bacteria transferred from raw products, meat juices or other contaminated products, or from food handlers with poor personal hygiene.
Overview of food-borne illnesses

Causes of food-borne illnesses

- Parasites
  - Parasites are organisms that derive nourishment and protection from other living organisms known as hosts. In the United States, the most common foodborne parasites are protozoa, roundworms, and tapeworms.

  - They may be transmitted from host to host through consumption of contaminated food and water, or by putting anything into your mouth that has touched the stool (feces) of an infected person or animal. (This is why hand-washing is so important to the food service industry.)
Mold, Toxins, and Contaminants

Most food poisoning is caused by bacteria, viruses, and parasites rather than toxic substances in the food. But, some cases of food poisoning can be linked to either natural toxins or chemical toxins.
Food allergy is an abnormal response to a food triggered by your body's immune system. Some foods, such as nuts, milk, eggs, or seafood, can cause allergic reactions in people with food allergies.
Causes of food-borne illnesses

Summary points:

◦ Each year, many people in the United States get sick due to food borne illnesses.
◦ There are a variety of causes of food-borne illnesses. The most common are bacteria; parasites; mold, toxins and contaminants; and allergens.
◦ Operating temporary food stands on the UWRF campus is a potential source of food-borne illnesses.
◦ If student groups operate a temporary food stand on campus, they must understand causes of food-borne illnesses so they can also learn how to prevent them.
Section 2

Preventing Food–borne Illnesses
Proper Food Storage

- The "Danger Zone" Bacteria multiply rapidly between 40 °F and 140 °F. To keep food out of this "Danger Zone," keep cold food cold and hot food hot.
- Store food in the refrigerator (40 °F or below) or freezer (0 °F or below).
- Store raw meat, poultry or poultry products away from other food.
Proper Food Cooking Temperature

- Cook food to a safe minimum internal temperature.
  - Beef, veal, and lamb steaks, roasts, and chops may be cooked to 145 °F.
  - All cuts of pork to 160 °F.
  - Ground beef, veal and lamb to 160 °F.
  - All poultry should reach a safe minimum internal temperature of 165 °F.
- Maintain hot cooked food at 140 °F or above.
- When reheating cooked food, reheat to 165 °F.
To prevent disease:
- Wash hands thoroughly before handling or preparing food using proper hand washing procedures. (See next 3 slides for instructions.)
- Wear gloves and hairnets (also includes beard nets) or hats.
- Sanitize kitchen surfaces.
- Provide utensils for dispensing products to be added such as relish, onions, cheese, etc.
- Assure food is properly covered during transportation and between serving.
- Manage flying insects. (Insects such as flies may be a source of disease by mechanically transporting disease causing organisms from feces to food and water.)
Proper Hand washing

- The Food and Drug Administration has documented improper hand washing as one of the primary causes of food borne illness in the nation.

- It is important that food handlers wash hands and equally important to follow proper hand washing procedures to prevent the spread of diseases.
Preventing Food-borne Illnesses

- Food servers must wash hands thoroughly to remove soil and contamination after:
  - Going to the rest room
  - Coughing and sneezing
  - Busing tables and handling trash
  - Touching raw eggs, meat, fish, or poultry
  - Food preparation
  - Each break
  - Smoking and eating
  - Any task that contaminates hands – such as touching money
  - Handling soiled equipment
Proper Hand Washing Procedures
- Wash hands, wrists and exposed portions of the arms in at least 110°F water
- Use soap
- Lather for at least 20 seconds (Sing “Happy Birthday” twice!)
- Rinse
- Dry with paper towels or hot air

Hand sanitizers may be used after hands are thoroughly washed, but not in place of hand washing.

Disposable gloves must be worn when distributing unwrapped food and may not be substituted for hand washing.
Preventing Food–borne Illnesses

Summary Points

◦ If a student group operates a temporary food stand on campus they must be aware of how to prevent food–borne illnesses and practice prevention techniques so people don’t get sick.

◦ The following steps will help to prevent food–borne illnesses:
  • Storing food at temperatures outside of the Danger–Zone.
  • Cooking food to the proper temperature (these temperatures are unique depending upon type of food.)
  • Using proper hand washing protocol.
  • Taking care to assure clean surfaces, utensils, and food protection during the serving process.
Section 3

Overview of Temporary Food Stand Requirements at UWRF
Overview of Temporary Food Stand Requirements at UWRF

- UWRF has established requirements for food stand operations in order to minimize the risk of a food-borne illness and to provide safe and sanitary temporary food stand operations sponsored by recognized student organizations on campus.

- These requirements are based on county and state food safety regulations.

- The policy can be found online at: http://www.uwrf.edu/RiskManagement/SafetyProgram.cfm
The requirements of the Temporary Food Stand policy are:

- Completion of annual food safety training by a representative from the student organization. (This person then becomes the “Food Coordinator” for their group.)
- Completion and approval of a temporary food stand application before any food sale.
- Assurance of safe food.
- Assurance of safe food temperatures.
- Assurance of safe temporary food stand operations.
- Non-compete with vending machine pricing.
Each recognized student organization that sponsors a food sale or give away must annually have at least one representative complete the Food Safety Training Module.

It is expected that the student organization representative ("Food Coordinator") attending the workshop will provide guidance to other members who will prepare and/or staff the temporary food stand for their group.
Each student organization that sponsors a food sale or give away must complete a *Temporary Food Stand Application* and submit to the Involvement Center Front Desk at least 14 days prior to the event.

Organizations are limited to sponsoring 3 events per academic year. If the organization would like to sponsor more than 3 events per year, they must work with Pierce County Public Health to obtain a Temporary Food Stand Permit.
In order to help with the assurance of safe food, Student Affairs has three kits available to Student Organizations that can be checked out from the front desk. Contents of the kits include:

- (1) Box of Medium Gloves
- (1) Box of Large Gloves
- (1) Box of Extra Large Gloves
- (1) Container of Disinfectant Wipes
- (1) First Aid Packet
- (1) Food Thermometer
- (1) Cold Pack
- (1) Bag of Hair Nets
- (1) Bag of Hand Wipes
- (1) Bag of Beard Nets
- (1) Folder of Food Stand Information
Overview of Temporary Food Stand Requirements at UWRF

Assurance of Safe Food

- All food must be from a reliable source using sound sanitation practices.
- Food handlers must be healthy and free from infections (including no open sores) and communicable diseases such as cold and flu.
- Hands must be thoroughly washed before food handling begins and after using the rest room. Frequent hand washing is required to prevent cross contamination.
All single serve items for a bake sale must be individually wrapped.

Disposable gloves must be used when unwrapped food is handled directly.

A separate person should be assigned to handle money.
(If this is not possible, disposable antiseptic hand wipes must be used between handling food and handling money. Hand washing or just changing disposable gloves is preferred.)
Handling Money
The importance of changing gloves or washing hands after handling money and before touching food again cannot be over emphasized. Money is full of germs and very unsanitary! We do not want those germs to get on the food being served.

Here is a culture from a gloved hand after handling money. Would you want this on your food?
Portable hand washing facilities (available through the Involvement Center Front Desk) must be provided if a rest room is not in close proximity to the temporary food booth (within 200 feet).

Hair restraints (baseball cap, paper hat, hair net, scarf, head band, beard net, etc.) must be in place when preparing, handling or serving unwrapped food items.
The importance of restraining hair while preparing or serving food cannot be over emphasized. We have the same type of concerns as we do for handling money – hair in food is unsanitary. We do not want hair to get on the food being served. This is totally preventable by wearing the proper hair restraints.
Overview of Temporary Food Stand Requirements at UWRF

Assurance of Safe Food, continued

- Utensils and equipment must be washed and sanitized before use.
- Food, utensils, and paper or plastic service items must be stored at least 6” off the ground or in plastic tubs with lids.
- Condiments must be served in squeeze bottles, pump dispensers, or containers with a lid (self-closing lids preferred).
All foods must be maintained with equipment (ice chests or coolers, refrigerators, crockpots, buffet servers or roasters, chafing dishes) at safe temperatures: Remember! 140°F or above for hot foods and 40°F or below for cold foods.

Using a stem thermometer (available in the kits from the Involvement Center front desk), all food temperatures must be taken when the food is first received or prepared and at 30-minute intervals thereafter. Food temperatures must be recorded on the Food Temperature Recording Chart.
Overview of Temporary Food Stand Requirements at UWRF

Assurance of Safe Food Temperatures

- Stem thermometers must be used to test food temperatures in the center of the product or at the thickest part. The thermometer must be cleaned and sanitized after each use (an alcohol wipe can be used).
- Food must be kept covered to maintain proper temperatures.
- Hot food not served after two hours must be discarded.
- If food is prepared at one location and transported to another, the food must be maintained at the appropriate temperature during the transport. The use of insulated containers is recommended.
Overview of Temporary Food Stand Requirements at UWRF

Assurance of Safe Temporary Food Stand Operations

- Suitable waste receptacles must be located in the vicinity of food stands.
- Food transported to the food stand must be done in equipment or vehicles that have been thoroughly cleaned.
- Disposable utensils (knives, spoons and forks), plates, and napkins must be provided to customers as appropriate to the type of food being served.
- All incidents of student injury or food borne illness must be reported to Connie Smith, Director of Risk Management at 715-425-3344.
Per written agreements with vendors, any items sold at a temporary food stand that are also available in a campus vending machine cannot be sold for less than the vending machine price for the item. Items must be priced on a prorated basis considering volume or size. Examples include: Cans or bottles of soda, bags of chips, candy bars, gum, cookies, etc.
Overview of Temporary Food Stand Requirements at UWRF

Summary Points

◦ If student organizations are going to operate food stands on campus they must be familiar with all requirements outlined in the Temporary Food Stand Policy and the Temporary Food Stand Application.

◦ Student organizations are responsible for maintaining food safety and temperatures for their food stand operation. Personal hand washing is a key component of those responsibilities.

◦ Temporary food stand items cannot be sold for less than vending machine prices per written agreements with the vendors.
Section 4

Submitting a Temporary Food Stand Application
Submitting a Temporary Food Stand Application

- Food Stand Applications can be submitted online by going to the Student Organization website at: https://orgsync.com/forms/show/17368

- A hard copy of the information needed for the online application can be printed off from the Risk Management website at: http://www.uwrf.edu/RiskManagement/SafetyProgram.cfm

- The food stand application is required (by county ordinance) for any events where student organizations or groups on campus plan on selling food. This form must be completed and submitted to Matt Levine, Student Organization Coordinator, **14 days** prior to an event taking place. Once approved, the form must be visible and present at your event.

- Please be sure your application is complete as any missing information may cause a delay in processing.
Review the required information:

**UW-River Falls Temporary Food Stand Application**

**Instructions:** Please read the temporary food stand policy which is provided for you on the campus safety website and submit this form to Student Affairs **14 days** prior to the event.

**Event and Contact Information**

<table>
<thead>
<tr>
<th>Organizers Name:</th>
<th>Date: (Date submitted to Student Affairs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Coordinator:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Location of Stand:</td>
<td>Event Date:</td>
</tr>
<tr>
<td></td>
<td>Event Hours:</td>
</tr>
</tbody>
</table>

**Source of the Food**

<table>
<thead>
<tr>
<th>Food Source:</th>
<th>Prepared on site, made off campus and transported in, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider's name:</td>
<td>Name of Bakery, Grocery Store, student(s) providing, etc.</td>
</tr>
</tbody>
</table>

**Name(s) of preparer(s):**

**Location food is to be made:**

**Food Safety**

<table>
<thead>
<tr>
<th>List what foods you will be serving in your stand. Be specific.</th>
<th>A</th>
<th>D</th>
<th>A-Approved</th>
<th>D-Disapproved</th>
</tr>
</thead>
</table>

| How will food be transported and temperatures maintained during delivery? | |
| Who will be serving the food (caterer, self service, sponsoring group)? | |
| How will safe food temperatures be maintained during the event? Type of equipment? | |
| Identify equipment that will be provided and utilized to ensure safe handling. | |
Section 5

Food Temperature Recording Chart
As you have learned, it is important to maintain proper food temperatures in order to assure a safe food product is sold.

The Food Temperature Recording Chart is required when serving food that needs to be kept hot or cold.

The chart is available in the kits and also online at:

http://www.uwrf.edu/RiskManagement/SafetyProgram.cfm
Using a food thermometer, the temperature of the foods must be measured at the start of the event and at 30 minute intervals up to 2 hours. After 2 hours, hot food should no longer be served unless it has been replaced with fresh food. Cold food does not have the same requirements and should be fine if it is kept at proper temperatures.

The completed chart must be returned to Matt Levine in order to verify that proper temperatures were maintained during the sale.
Food Temperature Recording Chart

Event & Contact Information

Caterer ☐ Hosting Dept. ☐ Organization ☐ (check appropriate box & write in business/dept. name)
Name:

Food Coordinator: Phone #:
Address: Fax:
Name of Event: Event Date:
Location of Event: Event Hours:

Instructions: Use food thermometer to measure the temperature of the foods at the start of the event and at 30 minute intervals up to 2 hours. After 2 hours, hot food should no longer be served unless it has been replaced with fresh food. Return the completed form to Student Affairs Office.

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Temperature (°F) of Served Food</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start (arrival of food)</td>
</tr>
<tr>
<td>Indicate Time and Initial (Example: 11:20 a.m. BT)</td>
<td></td>
</tr>
<tr>
<td>Hot Foods</td>
<td>Temperature must be above 140°</td>
</tr>
<tr>
<td>i.e., lasagna</td>
<td>146°</td>
</tr>
</tbody>
</table>
Section 6

Closing Up and Returning Necessary Materials to Student Affairs
Closing Up and Returning Necessary Materials to Student Affairs

- At the end of the food sale it is important to properly dispose of all trash, clean up the area, and return the kit and associated documents to the Student Involvement desk.
- Please make sure to alert the desk attendant if any supplies are needed for restocking the kit.
- Please provide any suggestions for improvement to this process so we can continue to assure temporary food stand safety on our campus.
Quiz

- Please complete the quiz portion of this training module on Org Sync.

- It is expected that each Food Coordinator has read through this information thoroughly and will work individually to complete the quiz.

- Once your quiz grade is determined, you will be notified when you are an “official” Food Coordinator for your Student Organization. Anyone not receiving a passing grade of at least 85% will need to review the material and retake the quiz.
Thank you for your attention to assuring food safety on our campus.

This completes the training portion of this module.