



**SHIRE OF HINCHINBROOK**

*“The Natural Place To Be”*

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ABN: 46 291 971 168

All correspondence to be addressed to the Chief Executive Officer

# Temporary Food Stalls

## Licence, Structure and Operation Guide



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## ABOUT THIS GUIDE

This guide is for individuals, businesses, charities and community organisations involved in the operation of temporary food stalls. It aims to provide a minimum standard of 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

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## INTRODUCTION

Temporary food stalls have become important features at many festivals, fetes and markets held all year round in Hinchinbrook Shire, Food stalls play an important role at these events by offering a variety of tasty and exotic foods.

Hinchinbrook Shire Council licenses temporary food stalls in accordance with the *Food Standards Australia New Zealand (FSANZ) Food Safety Standards* and the *Food Act 2006*.

Temporary food stalls can pose a higher risk to consumers than takeaways and restaurants due to their temporary nature. Therefore it is important to ensure you follow these guidelines closely when setting up and operating a temporary food stall. That way you can ensure you are providing your customers with safe food.

The set up and operation of a food stall should comply with the *Food Safety Standards*.

**This guide is based on these standards and will provide adequate information to set up and operate your food stall.**

## SKILLS AND KNOWLEDGE

All applicants and persons undertaking food handling operations are required to have appropriate skills and knowledge commensurate with the activities proposed to be conducted and the type of food proposed to be prepared.

**Charities and community organisations are exempt from Skills and Knowledge requirements if;**

- § There is no personal financial gain, that is, all moneys raised are used for charitable or community purpose; and
- § The food sold is shelf stable e.g. Biscuits, cakes without cream, jams or chutneys; or
- § The food is consumed immediately after thorough cooking e.g. Sausages sold straight from the barbecue.

These food handlers must still comply with the health and hygiene requirements of the Food Safety Standards.

The event organiser should ensure that all food handlers and supervisors have the necessary skills and knowledge they need to handle food safely. Should you require any further details or advice in relation to the skills and knowledge component please contact your EHO.

## FOOD SAFETY SUPERVISORS

From 1 July 2007 all **licensed food businesses**, including temporary ones, must have an approved food safety supervisor. The licensee of the food business may be the food safety supervisor and a business may have more than one food safety supervisor. A food safety supervisor is a person who has undertaken training in safe food handling and/or has sufficient experience in working in the food industry. The food safety supervisor needs to be reasonably contactable by Council when the business is operating.



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## DO I NEED A LICENCE?

All food businesses where food is intended to be sold for profit require to be licensed under the Food Act 2006. Any person intending to sell food for profit from a temporary food stall is therefore required to apply to Council's Environmental Health Department for a food licence.

Although the following operations are exempt from licensing they still need to comply with the requirements of the Food Safety Standards. It is therefore advisable to follow the guidelines and information laid out in this document to ensure that you comply with the legislation.

The following do not require a licence:

- § Sale of meals by a non-profit organisation that operates less than 12 days in a financial year;
- § The production of primary produce under an accreditation granted under the Food Production (Safety) Act 2000 – including meat, dairy, seafood and egg schemes;
- § Handling or sale of fisheries resources under a buyers licence issued under the Fisheries Regulation 1995, except where the seafood is cooked;
- § Sale of unpackaged non potentially hazardous snack foods, such as biscuits, cakes, confectionary, nuts and potato chips;
- § sale of whole fruit or vegetables;
- § Sale of seeds, spices, dried or glazed fruit, dried herbs, tea leaves, coffee beans or ground coffee, grinding of coffee beans;
- § Sale and preparation of drinks such as tea, coffee, soft drinks and alcohol (other than drinks that consist wholly or partially of fruit or vegetable juice processed at the place of sale);
- § Sale of ice, including flavoured ice, such as slurpees and snow cones or bags of party ice (manufacturing of ice is not exempt from food licensing);
- § Providing of meals by a non-profit organisation that are pre-prepared by another organisation and are stored and heated or otherwise prepared by the non-profit organisation in accordance with the directions of the meal's manufacturer;
- § Sale of food, by a non-profit organisation, that is prepared as part of an educational or training activity conducted by the organisation involving food preparation, hospitality or catering;
- § Sale of food, by a non-profit organisation, that consists of low risk food (e.g. fruits, cereals, toast or similar food).

## APPLICATION PROCESS

1. Obtain a Food Licence Application Form from Hinchinbrook Shire Council, P O Box 366 Ingham QLD 4850 or phone Council on (07) 4776 4607 (Health Administration) visit Council's web site [www.hinchinbrook.qld.gov.au](http://www.hinchinbrook.qld.gov.au)
2. Submit your completed application form with the appropriate fee to Environmental Health Services by visiting the Customer Service Centre or mail Attn: Environmental Health Officer, Hinchinbrook Shire Council, P O Box 366 Ingham QLD 4850.
3. If you have trouble completing the application form please phone Miss Rosemaree Strong on 4776 4675 to speak to your local Environmental Health Officer.
4. Council will then assess your application and if approved, will issue a licence.
  - § On issue of your licence you will also receive a Temporary Food Stall checklist to assist with the correct set up and operation of your stall.



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§ If you want to operate on Council parkland, please phone Council on (07) 4776 4607 (Health Administration).

Please ensure that the application is submitted at least 10 Business Days before the event to allow time to process the application. It is also advisable to contact your local Environmental Health Officer to discuss your plans before applying for a licence.

## TEMPORARY FOOD STALL CHECKLIST

A checklist has been developed for food stall operators to ensure the correct set up and operation of a temporary food stall. A copy of this checklist is at the back of this guide. Use the checklist each time you set up and operate your stall. It will help to ensure that you have all the correct equipment, adequate structure, adequate facilities and follow good hygiene practices.

## STALL DESIGN AND STRUCTURAL STANDARDS

If you are planning to operate a food stall, visit the proposed site to ensure it is suitable for preparing, storing, handling and selling food, before you commence operation.

### Structure and location

- § The stall should consist of sides (walls) and a roof where practical. This will help to protect the food from contamination. The material used should be something that will not absorb grease and be easily cleaned.
- § The floor of the stall should be easy to keep clean. In some instances if the ground will not pose a risk to food safety, such as concrete or paving then no additional flooring will be necessary.
- § Tables and benches are to have good support and be covered with a material that is easy to keep clean.

### Washing facilities

- § Separate hand washing and utensil washing facilities are to be provided. Set up two containers (around 20 litres by volume) fitted with taps. Label each container, one 'Hand washing only' and the other 'utensil washing only'.
- § Hot water and/or sanitiser are to be available for cleaning.
- § Liquid soap and paper towels are to be provided for hand washing.
- § All cooking utensils are to be removed from the site at the end of the day and thoroughly cleaned and sanitised in dishwashing facilities connected to hot water or the double bowl sink method.

### Cooking

- § All cooking and hot food storage equipment is to be located under cover.
- § If cooking equipment is located at the front of the stall, provide a sneeze barrier to protect the food. Locate any BBQ away from close proximity to the public, i.e. Back of the stall. Remember, a BBQ can pose a danger to the public, especially young children.
- § A dry chemical fire extinguisher of suitable capacity must be placed in the stall if cooking is conducted within the stall.



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## Waste

- § Provide a refuse container with a fitted lid and bin liner for the disposal of waste and label 'refuse only'. Clean and empty the bin daily or when full
- § All waste oil must be placed into a suitable container such as the original and removed at the end of the event. Larger amounts should be removed by a licensed waste contractor.
- § Waste water is to be stored in a container and labelled 'Waste water only' and disposed into a sewer under a trade waste approval.

## Equipment

- § Mobile refrigerators/cold rooms will be needed to store the bulk of your high-risk food for the day.
- § Insulated containers such as eskies packed with ice can be used for storing small amounts of food waiting to be cooked.
- § A thermometer must be kept on site and used to regularly check the temperature of hot and cold foods. *Electricity supplies at temporary events can be unstable and cut out without operators knowing. Checking the thermometer regularly and recording temperatures will alert you to any potential problems.*
- § Food found not being stored at the correct temperature may be investigated by a Council officer and seized to prevent sale. Therefore temperature records are essential to prove your food has been kept at the correct temperature.

## When handling food always consider:

- Am I protecting the food from contamination?
- Am I maintaining the food at the correct temperature?

## OPERATIONAL REQUIREMENTS

### Temperature Control

Effective temperature control is one of the most important ways to minimise the growth of bacteria and the risk of food poisoning.

### Temperature control tips

1. **Delivery:** always check that food is at the correct temperature when delivered, either below 5°C or above 65°C. Use a thermometer, such as one with a metal probe.
2. **Storage:** never reheat food in a bain marie. These should only be used to store hot food, which should have an internal temperature of above 60°C.
3. **Regularly check and record temperatures** of refrigerators, freezers and refrigerated display units.
4. **Preparation:** keep food temperatures out of the danger zone (5 – 60°C) by planning your time, menu, cooking, and storage in advance.
5. **Thawing:** Never thaw food at room temperature. Food should be thawed in a refrigerator or cold room at 5°C. If time is limited, thaw food in a microwave. Always thoroughly thaw food such as poultry before cooking.



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6. **Cooking:** thoroughly cook meat and poultry dishes. Bacteria found naturally in meat and poultry, such as Salmonella, will be destroyed when cooked to temperatures over 60°C.
7. **Cooling:** cool food rapidly to 5°C within four hours. Cool food slightly at room temperature for no more than 20 minutes, then place in the cold room below 5°C.
8. **Reheating:** reheat food quickly, and in small quantities, to at least 70°C to stop bacteria growing.
9. **Display:** make sure cold food is at 5°C or below, and hot food is at 60°C or above, before placing in the display unit or salad bar. Do not overload the display unit and do not display sandwiches and cream cakes on the counter or at room temperature.

## Personal Hygiene

It is essential that people handling food use high standards of personal hygiene.

Hand washing is a vital part of personal hygiene. Personal hygiene tips when working with food include:

- Wash hands regularly even if you use gloves and utensils, you still must wash your hands and keep them clean;
- Have a separate hand wash basin in every food preparation area;
- Don't wear jewellery on hands and wrists, as bacteria can become caught in jewellery and contaminate food;
- Tie back or cover hair;
- Keep fingernails short, clean and without nail polish: cracked and long nails can harbour bacteria and nail polish can flake into food;
- Wash uniforms, smocks or aprons daily;
- Cover cuts and sores with waterproof, brightly coloured bandaids. They can be seen in the food if they fall off and the food can then be disposed of;
- Don't prepare food when you are ill, particularly if you have cold symptoms, vomiting, diarrhoea, or skin infections on the hand;

## Cross Contamination

Cross contamination occurs when food becomes contaminated with bacteria from another source. Cross contamination causes about 20% of all food borne illness outbreaks. Some ways to prevent cross contamination include:

- Use separate cutting boards for raw and cooked food (colour or label boards to remember their purpose);
- Prepare raw and cooked foods in separate areas;
- Wash raw fruits and vegetables thoroughly to remove soil and contaminants before cutting;
- Clean and sanitise equipment and utensils after cutting raw meat and before preparing cooked or raw food;
- Clean and sanitise preparation benches and sinks between different tasks and at the end of each day;
- On cold room shelves, store raw meats beneath and separate to cooked meats, vegetables and fruits;



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- Always wash your hands with soap and water or change gloves after carrying out different tasks;
- Cover all food to prevent contamination;
- Allow dishes to air dry rather than using a tea towel that could be contaminated;
- Throw away cracked or chipped crockery as bacteria can hide in cracks and contaminate food.

## Cleaning

Cleaning and sanitising cooking utensils and equipment used to prepare food is essential for the safe operation of any food business.

Cleaning is the removal of visible dirt, grease and other material. Sanitising is the use of heat or chemicals to reduce bacteria. Neither method removes or kills all bacteria.

- Clean and sanitise all cutting boards and preparation benches after each use, particularly when changing from preparing raw to cooked foods;
- Store cleaning products away from food;
- Use different cloths for cleaning different types of food areas and equipment;
- Soak cleaning cloths in sanitiser on a daily basis.

## Waste Management

It is important to ensure your rubbish is adequately protected from pests and does not create an odour problem. Some Waste Management tips include:

- Choose bins large enough to hold all of your rubbish;
- Make sure your bin has a lid that fits. This will prevent pests from accessing the waste and transferring dirt and diseases from the bin to clean benches or crockery in your kitchen;
- Don't let your rubbish sit rotting. Waste should be removed regularly.

## What is the best way to serve taste samples?

When serving, it is important to keep the food protected from all the different types of contamination. Ways to protect food from contamination include:

- Provide single serves of the food sample. Use disposable products such as cups, spoons, toothpicks to minimise handling by the customer;
- Provide a physical barrier, such as perspex, between the customer and the food display small quantities, so food samples have less time to become contaminated;
- If required, keep the food samples hot or cold. Some samples may be kept out of temperature control if the time and temperatures are carefully monitored;
- Supervise to ensure that customers do not re-dip spoons or other items;
- Provide litter containers so customers can dispose of single use items;
- Use tongs and gloves when you handle samples;
- Have a sign stating "no double dipping, single serve only".

## LABELLING

Under the Australian New Zealand Food Authority (ANZFA), all packaged food must be labelled.



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Exemptions apply to:

- unpackaged food
- whole or fresh cut fruit and vegetables
- food sold at fundraising events
- food packaged in the presence of the purchaser
- food made and packed on the premises from which it is sold

Although these exemptions apply, businesses must be able to inform the public of the contents of food either verbally or in writing if requested.

For further information on labelling requirements contact Qld Health of (07) 4753 9000.

## **PREMISES OUTSIDE COUNCILS BOUNDARIES**

It should be noted that the *Food Act 2006* and the referred Food Safety Standards are applicable and enforceable throughout Queensland and are not unique to Hinchinbrook Shire Council. Should a person wishing to conduct a food business (in this case the preparation of foods for the sale at markets and fetes) **and sell their product within Hinchinbrook Shire** they must comply with the above requirements of the guideline regardless of which surrounding city or shire their stall is located. Written correspondence from your relevant Local Government is required confirming that your kitchen complies with the Food Safety Standards **MUST** accompany your application.



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## DIAGRAM OF FOOD STALL SET UP





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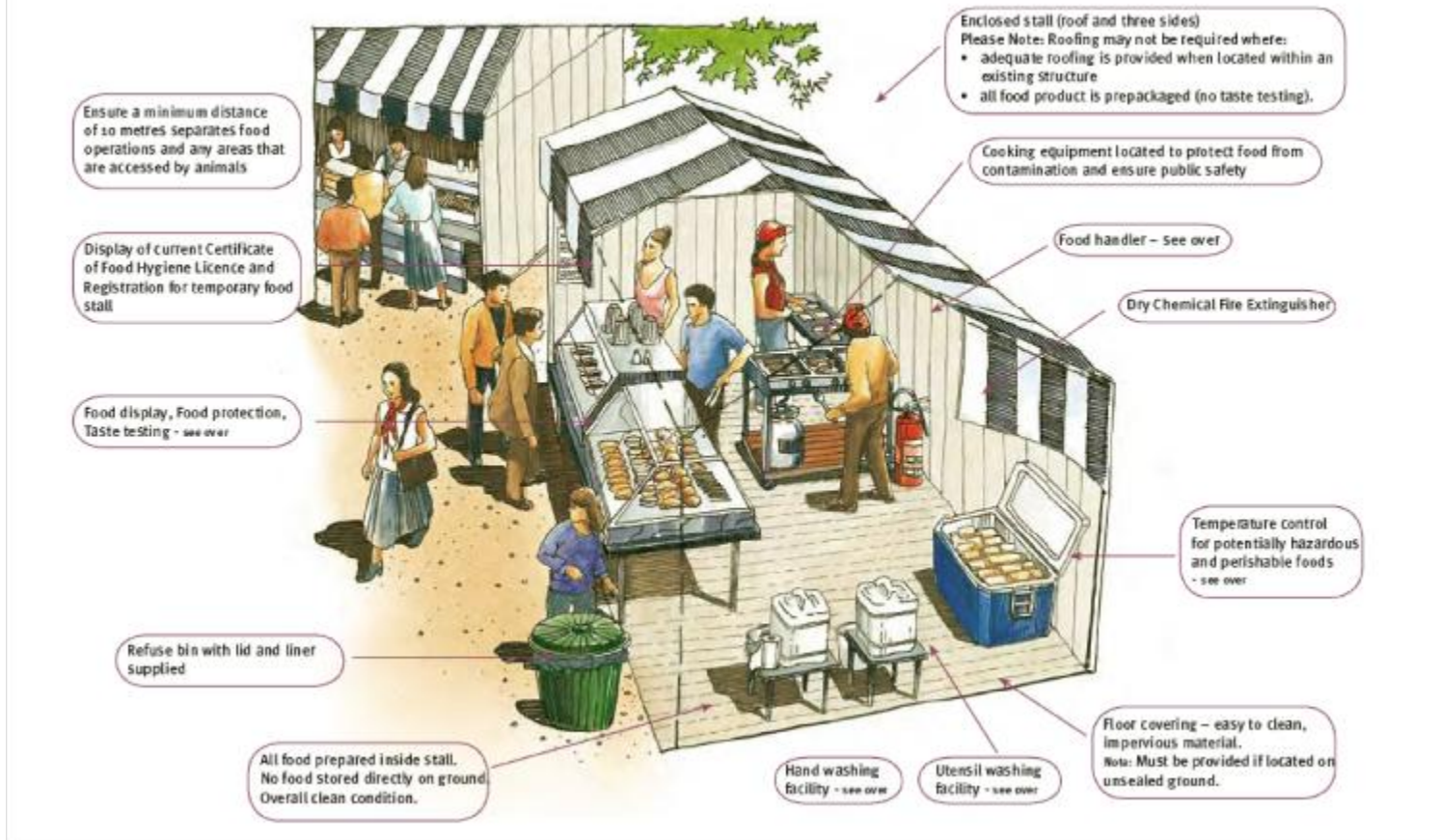


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## DIAGRAM OF FOOD STALL SET UP

### ARTIST'S IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL





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<b>TEMPORARY FOOD STALL CHECKLIST</b>		
This checklist has been designed for operators to use each time a temporary food stall is set up. It will help you understand what is required to operate a stall.		
<b>Licence</b>		<b>Serving</b>
§ Refer to Temporary Food Stall Guide for information		§ Money and food handled separately
§ Copy of current licence available		§ Tongs, spoons, spatulas, gloves used to handle food
<b>Structure</b>		§ Disposable eating and drinking utensils used
§ Covered stall		§ Sauces, condiments are in squeeze type dispensers or sealed packs
§ Barrier between stall and public, particularly when hot box is used		<b>Taste Testing / Displaying</b>
§ Floor covering easy to clean		§ Single serve utensils, sneeze guards
§ Cooking equipment located to protect food from contamination		§ Signs stating 'No double dipping, single serve only'
§ Dry chemical fire extinguisher available for use		
<b>Temperature Control</b>		<b>Personal Hygiene</b>
§ Refer to Temporary Food Stall Guide for temperature requirements		§ Refer to Temporary Food Stall guide for personal hygiene requirements
§ Potentially hazardous foods store within temperature control		§ Clean person, attire and habits
§ Thermometer in use		§ No smoking in food stall
§ Temperature records kept		§ No cuts, illness, sores on food handlers
§ Temperature control during transport		§ 20 litre water container with tap labelled 'Hand Washing Only' and bucket to collect water
<b>Storage</b>		§ Liquid soap and paper towels supplied for staff use
§ Food stored in clean and hygienic environment		<b>General Cleaning</b>
§ Separate raw and cooked foods		§ Refer to Temporary Food Stall guide for cleaning requirements
§ Food covered		§ Walls, floors, ceilings are clean
§ No food stored directly on the ground		§ Utensils and equipment cleaned and sanitised daily
<b>Preparation</b>		§ Hot water/sanitiser available for emergency cleaning
§ Time taken to prepare food at the stall kept to a minimum i.e. Within 2 hours		§ 20 litre water container with tap labeled 'utensil washing only' and bucket to collect water
§ All food prepared inside stall		§ Overall stall clean
§ Raw and cooked food prepared separately		<b>Waste Management</b>
§ Food protected by a physical barrier		§ Refer to Temporary Food Stall guide for waste management requirements
§ All food prepared on tables		§ Refuse bins with lid and liner supplied
		§ Wastewater stored in container labeled 'Waste eater only'.
		§ Waste water disposed into sewer appropriately
		§ Waste oil stored and disposed of correctly