

Before the event

- UCR Department/Organization submits a Request for Contracting Out Services via HRMS portal.
- Vendor to provide a copy of each employee's food handlers card to EH&S (temporaryfoodservice@ucr.edu) at least 7 business days in advance and have it available on the day of the event.
- Vendor to provide a copy of current Environmental Health permit from county of business to EH&S (temporaryfoodservice@ucr.edu) at least 7 business days in advance and have it available on the day of the event.
- UCR Department/Organization to submit [request for UCR Temporary Food Permit](#).
- Ensure vendor is reviewed and approved by Procurement (contact Matt Burke 951-827-3095 for more info).

Setup/Equipment

- A hard copy of **UCR Temporary Food Permit** is available during the event.
- Food preparation surfaces are **smooth, easily cleanable, and non-absorbent**.
- A commercial grade flame resistant 10' x10' **canopy** with side rails and screen cover is required for all operations with non-prepackaged, perishable foods. Note: If selling pre-packaged, non-perishable foods, side screens are not required.
- Each booth has a **hand wash station** including soap and one-time use paper towel that is accessible to all food handlers/booth staff members.
- Sufficient **refuse containers** are available for each booth and in public eating areas.
- Restroom facilities** is located within 200 feet of the booth.
- A **3-compartment warewashing sink** with adequate hot and cold water is available and located in a centrally located and adjacent to the sharing food booths. Note: a maximum of 4 booths can share a warewashing sink.
- A bucket with adequate **sanitizer** concentration is available to sanitize utensils and is stored in a place that will not contaminated any food/clean utensils.
- All equipment is **clean** prior to use.
- All sides of **mesh netting** is closed throughout the duration of the event.



Food Preparation/Storage

- All food, beverages and utensils are stored **at least six inches** off the ground/floor.
- All **food preparation** (chopping, dicing, packaging, etc.) and food service to the public is from inside the enclosed food booth.
- All food is **protected from contamination**.
- A **sneeze guard** is available to protect food from contamination.
- Condiments** are protected from contamination by:
 - o being kept in dispensers that are designed to provide protection
 - o original containers designed for dispensing
 - o individual packages or portions
- Ice for human consumption** is separated from ice used for refrigeration purposes.
- No food is stored at home** prior to the event.
- Pre-packaged food have the proper labeling: Common name, List of ingredients in descending order of predominance weight, Net weight of contents, and Name and place of business*

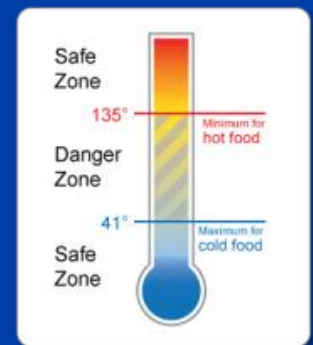
Food Handler Practices

- Hats/Hair nets are used to **restrain hair** of all booth staff members preparing, serving, or handling food or utensils.
- No eating, drinking, or smoking in the booth.
- Only the food handlers listed on the permit are inside the booth.
- All personal belongings are separated from food and utensils.
- Food handlers are using utensils, including scoops, forks, tongs, paper wrappers, or gloves to handle ready-to-eat foods.
- Gloves are properly used to prevent contamination

Got PHF?

- Milk and Dairy
- Meat and Poultry
- Seafood and Fish
- Eggs
- Soy Products
- Cut Fruits & Vegetables
- Cooked grains (rice, beans, pasta)
- Baked Potatoes

If you serve Potentially Hazardous Food you must have:



- All food is maintained in proper temperature
 - o Cold holding = 41°F or below
 - o Hot holding = 135°F or above
- An accurate thermometer ($\pm 2^\circ\text{F}$) for checking food temperatures.
- Raw meats are separated to avoid cross-contamination.
- Barbeque/grills are separated from public access with a rope or approved barricade.
- A Type ABC Fire Extinguisher is available.
- All barbeque/grills cooking surface and cover are clean, and a 5 gallon propane tank is used as a fuel source.



California Health and Safety Code

The above provisions must be followed. Food events will be monitored. If a sample is believed to be contaminated or the above provisions are violated, the food event may be terminated by the activities coordinator or EH&S. Future food events may not be approved. For more information, contact Environmental Health & Safety by phone (951) 827-5528 or email temporaryfoodservice@ucr.edu.