

WORKSHEET FOR OPERATORS OF TEMPORARY FOOD & DRINK CONCESSIONS

This worksheet is to be used before applying for approval to operate a Temporary Food and Drink Concession. The checkboxes are a convenient way to keep track of the requirements. If you check NO for any requirement, contact your Public Health Inspector. Once you have checked Yes for all requirements, you are ready to fill out the application form. Submit the completed application at least 2 weeks prior to the event. Late or incomplete applications may not be approved. This worksheet is to be kept by the applicant as a quick reference.

No one shall establish or operate a food concession unless he or she holds a valid license by the Environmental Health Department, Population and Public Health Services.

Definition: *“Approved” shall mean approved by the Public Health Inspector employed by Regina Qu’Appelle Health Region, Population and Public Health Services.*

“Potentially Hazardous Foods” any food or ingredient in a food that is capable of supporting rapid and progressive growth or infectious or toxigenic microorganisms. Such foods include milk products, eggs, meat, poultry, fish and shellfish.

	N/A	YES	NO	PHI CONTACTED
CONSTRUCTION				
Ceiling smooth, impervious to moisture, easily cleaned, in good repair				
Walls smooth, impervious to moisture in good repair, easily cleaned				
Floors solid, smooth, impervious to moisture and in good repair				
Cooking and serving equipment set up in a manner that protects employees and public				
Display cases available to protect food				
Refrigerators or picnic coolers with ice or gel packs available to store potentially hazardous food stored at 4°C or lower				
Heating and hot holding equipment available to reheat food to at least 74°C and maintain cooked food at 60°C or greater				
Detailed sketch of floor plan and description of concession provided				
EQUIPMENT, DISHES AND UTENSILS				
Single use dishes and utensils available				
Storage provided to prevent contamination of single use dishes and utensils				
Approved method of sanitizing reusable cooking utensils and cookware is available				
EQUIPMENT, DISHES AND UTENSILS CONT'D				

	N/A	YES	NO	PHI CONTACTED
Equipment smooth, impervious to moisture, in good repair, easily cleaned				
2-compartment sink connected to potable water or 2 wash basins available to wash, rinse and sanitize equipment and utensils				
Foods displayed and stored protected from environment, public, insects, animals				
Details of food protection provided				
WATER				
Potable water for drinking, food preparation, cooking and clean-up provided from municipal system or water storage tank with a valve or spigot				
Potable running water for handwashing available from the municipal system or provided by a water storage tank with a valve or spigot				
Liquid soap and paper towels available				
Approved waste water holding tank or bucket available to collect waste water and sanitary sewer available for waste water drainage				
Approved sanitizer available				
OPERATIONAL FOOD REQUIRMENTS				
Raw meats not stored, cooked, or sold at site				
Precooked meats quickly warmed at site				
List of all food and beverages provided				
List of source of all food and beverages provided				
All food from approved sources				
Food preparation for the public done from an approved public eating establishment or inspected kitchen				
Name, and address of licensed public eating establishment or inspected food processing facility where the food is prepared is provided				
Customer self service of food not allowed unless food is prepackaged or in squeeze bottles				
Accurate thermometer available to determine temperatures of hazardous foods				
Approved method of transporting food available				

	N/A	YES	NO	PHI CONTACTED
OPERATIONAL FOOD REQUIRMENTS CONT'D				
Food service worker(s) have attended an approved Safe Food Handling course (recommended)				
Food handlers practice good personal hygiene, wearing clean clothes and maintaining proper hair control				
Food handlers will not smoke when working in the preparation or serving of food or at anytime in the concession				
Food handlers will wash their hands when contaminated, and always after coffee breaks, smoking, using the washroom, sneezing, handling garbage, handling soiled items, handling money				
Washrooms available for food handlers				
Details of concession operation provided				
Sufficient courier service arranged for delivery of food to service concession if prepared off site				
GARBAGE				
The concession and immediate vicinity will be cleaned regularly				
Covered, lined garbage containers are provided for concession workers and public use				
Garbage containers are emptied when full and at the end of the day				
ENFORCEMENT				
Operator agrees to meet the requirements of provincial and federal regulations governing the health of the public				
Operator has read "Guideline for the Operation of Temporary Food and Drink Concessions"				
Operator agrees to submit application at least 7 days prior to the event unless Public Health Inspector advises otherwise				