

TEMPORARY FOOD STALL CHECKLIST

About this form

This form is to be used during the planning stage and before going to the event.

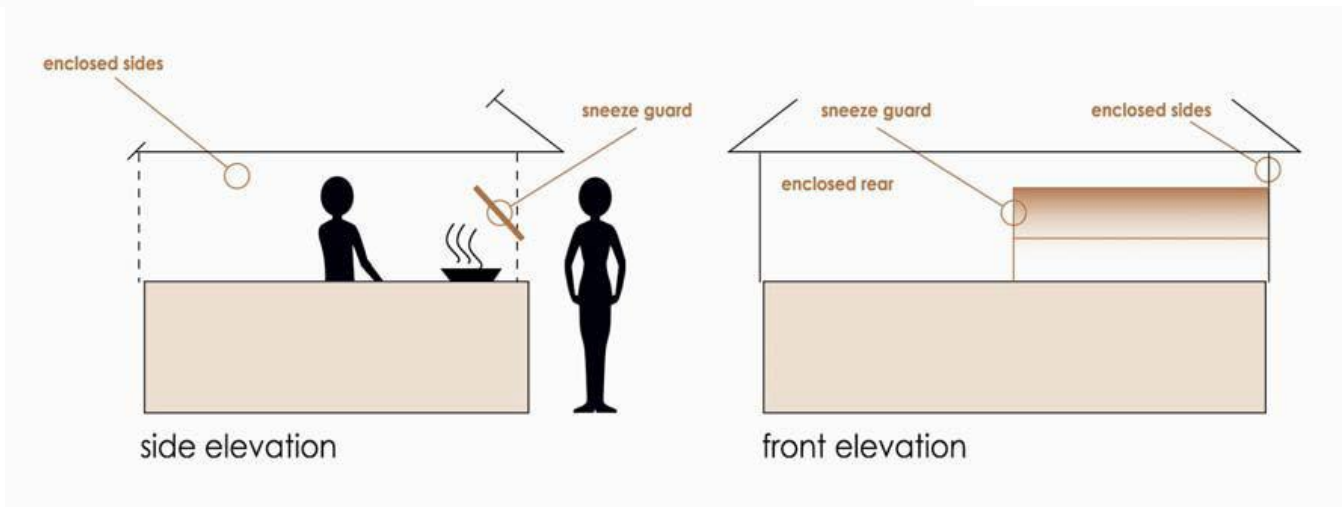
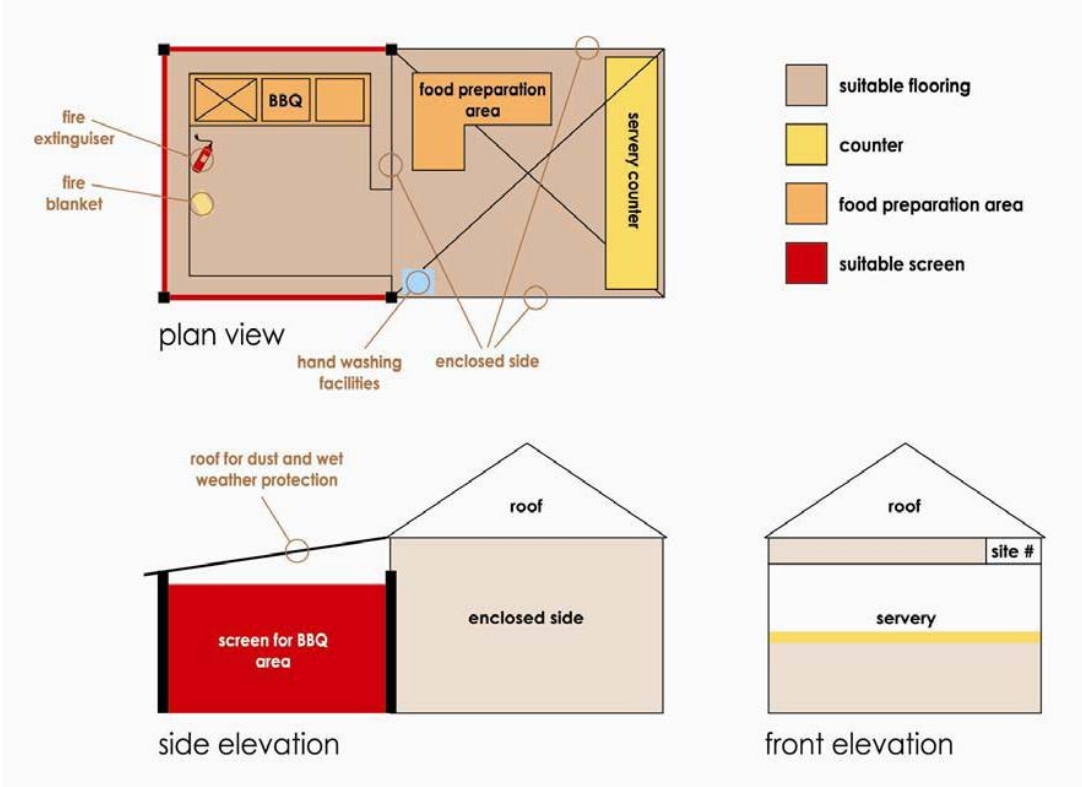
Food business notification / food safety supervisor / training - I have ...		Yes	No
1*	Appointed a Food Safety Supervisor (FSS) - (completed an approved training)		
2*	A copy of the Food Safety Supervisor Certificate (must be available on-site for inspection)		
3	Ensured that all food handlers have adequate skills and knowledge for their activities		
Food stall construction - the stall will have ...			
4	A roof (covered with canvas, plastic sheet or vinyl)		
5♦	Walls - food preparation/servery area enclosed on three sides with polytarp/similar material		
6	Floor covering (with suitable material such as non-slip plastic sheet or vinyl)		
7	Adequate power supply (if electrical equipment/appliances are used) – contact the event organiser if not sure		
8	Food benches – sufficient, rigid, smooth and easily cleaned		
9	Sufficient clean tableware (e.g. plastic/vinyl sheets) to cover counter		
10♦	Adequate cooking facilities and fire fighting equipment (if there is on-site cooking)		
Food protection and temperature control - I have provided ...			
11	A suitable vehicle and suitable containers for the transport and storage of the food		
12	Adequate shelving to store food off the ground		
13♦	Adequate sneeze guard/barriers and lidded containers to protect food from contamination (Note: A sneeze guard shall be provided to protect food from being contaminated by the public)		
14*	Hot food display/storage - adequate facilities (such as bain marie, warmer) to display/store potentially hazardous food (PHF) at 60°C or hotter		
15*	Cold food display/storage - adequate facilities (such as refrigerated display unit, esky, ice, refrigerator, portable coolroom) to display/store PHF at 5°C or colder		
16*	An accurate thermometer (with a metal probe) to measure the temperature of PHF		
17♦	Adequate clean utensils for the preparation and handling of food		
Cleaning and sanitising - I have ...			
18♦	Adequate potable water in a sealed container (minimum capacity 10 L) and a suitable bowl or container for washing the utensils in		
19♦	Adequate detergent		
20	Adequate clean towels		
21♦	Adequate food grade sanitiser (Note: Regular household bleach (4% available chlorine) is a suitable sanitiser if mixed with correct amount of water in accordance with Table 1)		
Hand washing facilities - I have provided ...			
22♦	A hand washing device that can deliver warm running water (e.g. hand wash basin; camping water heater; sealed insulated container fitted with a tap)		
23♦	A container for the collection of waste water (to be placed under the hand washing device)		
24♦	Liquid soap		
25♦	Disposable paper towels		
Labelling - I have ensured that ...			
26	All pre-packaged food products are labelled adequately (if you sell pre-packaged foods) (Note: You can download a factsheet regarding labelling at www.foodauthority.nsw.gov.au)		
General - I have			
27♦	Adequate disposable eating and drinking utensils (protected from contamination until use)		
28	Adequate garbage bins		
29♦	Provided wastewater disposal facilities OR checked with the event organiser to ensure that wastewater disposal facilities are available		

* Not applicable - if you do not handle/prepare potentially hazardous food including but not be limited to, meat; dairy products; seafood; prepared salads; cooked rice and pasta; processed soya bean products; products containing eggs; beans and nuts; or other protein-rich foods.

♦ Not applicable - if you sell only packaged food products such as bottled/sealed drinks, jam, honey, sweets, biscuits.

If you answered NO to any of these questions then you may need to discuss these issues with Council's Environmental Health Officer and/or change your management plan, before the event begins.

Diagram 1: Temporary food stall layout



How much water?	How much bleach?	
	Household bleach (4% chlorine)	
Concentration required (ppm)	50 ppm	100 ppm
Water temp	Warm	Cold
1 litre	1.25 ml	2.5 ml
10 litres	12.5 ml	25 ml
50 litres	62.5 ml	125 ml

Table 1: Using bleach as a sanitiser

You can download the following NSW Food Authority's factsheets for more information:

www.foodauthority.nsw.gov.au/retail/resources

- Guideline for businesses at temporary events
- Food safety supervisor – guideline for food business
- Potentially hazardous food
- Cleaning and sanitising in food businesses
- Hand washing in food businesses
- Labelling