

Temporary Food License Checklist

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| 1. Proper Permits/Licenses have been obtained prior to the event. | Yes | No |
| 2. There is a designated person who will be in charge. They are knowledgeable of Temporary Food License and Food Safety Rules and Regulations. | Yes | No |
| 3. There is an employee/volunteer log book available to track who is working at the event. | Yes | No |
| 4. The food being served at the event will be prepared the day of the event-before or during the event (onsite), or in the Temporary Food License holder's licensed kitchen (off site from the event).
Food item receipts/invoices shall be made available upon inspector request. | Yes | No |
| 5. At the Event- water will be received from, and disposed of, according to law. | Yes | No |
| 6. There will be an approved hand washing station set up in the permit holder's designated space at the event prior to any food preparation. | Yes | No |
| 7. Food and equipment will be stored off the ground/floor during the event. | Yes | No |
| 8. There is proper equipment available onsite to maintain hot and cold food temperatures. | Yes | No |
| 9. Proper thermometers will be available to monitor food cooking and holding temperatures. | Yes | No |
| 10. There are adequate warewashing facilities available.
Single service items are required for customers (plates, cups, silverware).
Cooking items and utensils may be taken back to the owner's licensed kitchen for warewashing after the event. | Yes | No |
| 11. Leftover food will be discarded. | Yes | No |
| 12. Questions? Please contact your Food Safety Inspector. | | |