

**CITY OF CLEVELAND DEPARTMENT OF PUBLIC HEALTH**  
**DIVISION OF ENVIRONMENT**  
**75 Erieview Plaza, 3rd Floor**  
**(216) 664 – 2300**



## **FOOD VENDOR GUIDELINES**

### **SPECIFIC GUIDELINES AND INSTRUCTIONS FOR TEMPORARY FOOD SERVICE OPERATIONS AT SPECIAL EVENTS AND FESTIVALS**

The following guidelines have been prepared by the Department of Public Health to insure that all **Special Events** and **Festivals** in the City of Cleveland, which include the handling and sale of food products, are conducted in a safe and sanitary manner. The Health Department's goal in developing these **minimum guidelines** is to protect the Health and Welfare of all the citizens and visitors of our City

**Each Food Service Operator is responsible for adhering to the following guidelines:**

#### **PRE-EVENT**

##### **APPROVAL OF PLANS, EQUIPMENT & MENU:**

**At least 48 hours before** opening a temporary food service or temporary food service or temporary retail food establishment. The operator, promoter, or a designated person shall provide the Department of Public Health at 75 Erieview Plaza, 3rd Floor,, **with a drawing showing the layout of the facilities** and a letter of intent providing the following pertinent information:

1. **The number of Food Service stands at the event.**
2. **List of foods to be prepared and served:**
  - a. Potentially hazardous foods **not** prepared at the Temporary Food Service Operation shall be prepared in a **licensed food service operation** and **transported** to the temporary food service operation by a **method approved by the Department of Public Health.**
3. **Source of food:**
  - a. All food products **must** come from an approved supplier.

4. **Hot Holding Facilities and Cold Holding Facilities:**
  - a. All potentially hazardous foods **shall** be maintained at **41° F and below, or at 135° F and above, by a method approved by the Department of Public Health.**
  - b. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods.
5. **Hand Washing:**
  - a. A hand washing facility or an alternate method **approved by the Department of Public Health** shall be available for employee hand washing.
6. **Equipment and Utensils:**
  - a. A **three** compartment sink system or another method **approved by the Department of Public Health** shall be provided or made available and used only for manual washing, rinsing, and sanitizing of equipment and multiple-use utensils. An **approved sanitizer shall** be used at the **final rinse.**
7. **Support Facilities:**
  - a. The operator or promoter shall demonstrate to the Department of Public Health that a safe water supply, sewage waste water disposal system, toilet facilities, as well as garbage and refuse disposal systems will be in place for the duration of the event.
  - b. **Vendors are reminded that grease may not be discharged into the City's sanitary system.**
8. **Any other information requested by the Health Department.**

#### **LICENSING:**

Before opening a temporary food service operation **all operators** shall make applications with the **Division of License and Assessment in Room 122 – City Hall (601 Lakeside)**, phone number **664 – 2264**. For events with five or more participants, it recommended that the promoter or a designated person acquire applications from the **Division of License and Assessments** and distribute them to the operators. The completed application and fees are to be returned to the **Division of License and Assessments** by the promoter or the designated person. **No one person shall be issued more than ten (10) temporary licenses per year. Temporary Licenses shall be effective for not more than five (5) consecutive days.**

#### **FEES:**

The fee is **\$40.00** for a commercial temporary food service license, **\$20.00** for a temporary non-commercial food service license. The fee for a state mobile food service license is **\$263.44**. For samples, no fees are required.

**NOTE: Each individual booth is required to obtain a temporary food service license and to adhere to the HEALTH DEPARTMENT'S GUIDELINES.**

## **DAY OF EVENT**

Health Inspectors will inspect each booth and food handling practices several times a day, each day of the event.

### **EACH BOOTH OPERATION MUST:**

1. Have a temporary food service license. The license must be posted.
2. Have a proper and adequate method of refrigerating / heating foods to proper temperature.
3. Keep food covered at all times to protect from contamination by sources such as dust, dirt, flies and other debris.
4. All food must be stored off the ground.
5. All operations must have covered waste receptacles.
6. All operations must have some type of hand washing.
7. All operations must have access to toilet room facilities.
8. All operations must have heavy-duty wiring, if electrical appliances are used. This is to be installed so as not to create a safety issue / hazards.
9. Cook and serve foods under cover (tent or canopy) to minimize contaminations of foods. (Check with Fire Prevention).
10. Provide three (3) containers, one to wash, one to rinse, and one to sanitize all common utensils coming in direct contact with food,
  - a. Cutting Board
  - b. Pots
  - c. Dishes, etc.
11. Food employees may not contact ready-to-eat foods with their bare hands, they must either use approved utensils,
  - a. Spatulas
  - b. Tongs
  - c. Deli Tissue or
  - d. Single Use Gloves

### **(FOOD WORKERS MUST WASH THEIR HANDS BEFORE PUTTING ON GLOVES)**

12. Food employees shall wear hair restraints.
13. All operations must have a probe thermometer.

# **REMINDER**

**Public Health Sanitarians will inspect each booth and will point out problems they see or concerns they might have. The staff will inspect all food handling booths several times per day.**

**EACH INDIVIDUAL BOOTH MUST  
HAVE A TEMPORARY FOOD SERVICE  
LICENSE.**

For more information regarding temporary food service licensing requirements contact:

Joyce Macon, R.S., Special Event Coordinator, 664 – 4599

Pamela Cross, R.S., Project Director, 664 – 4374

Ronald Smith, R.S., Deputy Commissioner, 664 – 3596

Willie Bess R.S., Commissioner, 664 – 3595

The City of Cleveland, Department of Public Health's responsibilities and authority for enforcement and inspection is derived from Section 241.02 of the City of Cleveland Codified Ordinances.

