

BOROUGH OF CLOSTER

DEPARTMENT OF HEALTH

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Self-Inspection Check List for Temporary Establishments, Food Stands, and Catered Food Service

A. Food Display and Service

- Keep steam tables at 160°F (**All potentially hazardous food must be kept at a minimum of 135°F for no more than 4 hours**)
- Transportation of food to the stand must be in a refrigerated or freezer vehicle or a clean vehicle with equipment capable of keeping hot foods at 135°F or over and cold foods at 41°F or below **with thermometers available**
- Do not dip fingers into food if serving food spoon falls in
- Do not wipe food debris off plates, cups, or glasses with your finger or a **wipe cloth that is not properly sanitized**
- Do not take pickles, olives, etc. from jars or serve them with fingers
- Do not use fingers to test cakes or pies or break off bits to taste
- Do not eat food and drink in the food serving area
- Do not use open sugar bowl or condiment containers or jars
- Serve milk in individual containers or from approved dispenser
- Use tongs or scoop to put ice in glasses
- Keep water running in dipper well – fingers off ice cream scoop bowl
- Discard all unused bread, butter, cream, or other foods returned after serving unless food items were prepackaged and sealed
- Stands are prohibited from serving salads (potato, egg, tuna, chicken, macaroni, coleslaw, turkey, and shrimp)
- Food must be from approved sources – list sources on application
- Food should not be placed directly on ground, place on racks behind stand at proper temperature in approved vehicle
- Keep food free from insect and rodent infestation, spoilage, and contamination from customers (keep covered)
- Unwholesome foods must be denatured and removed promptly.
- Ice must be obtained from approved source and kept clean and covered.
- Do not set dirty dishes, pots, cartons, or boxes on food preparation surfaces
- Do not lean or sit on work surfaces
- Do not prepare or store food in yard, alley, hallways, or stairway

- Handle food only when necessary
- Do not dip fingers into food or use stirring spoon to taste; but use a separate spoon and discard it after use
- **Cook all food to proper temperatures (145°F: Fish, Steak, and Pork; 155°F: Ground meat/Fish, Injected Meats, or Pooled Shell Eggs; 165°F: Poultry, stuffed fish/meat/or pasta)**

B. Cleaning Facilities - Required

- Adequate supply of water for cleaning and hand washing with auxiliary heating facilities capable of producing an ample supply of hot water.
- Provide adequate facilities for hand washing with a pan, jug of water, liquid soap, and disposable paper towels and hand sanitizer

C. Handling Eating Utensils

- Store all clean eating utensils in a clean dry place protected from dust and other contamination with cups and glasses inverted
- Use single service items for customer use when applicable
- Store knives, forks, and spoons with eating surfaces protected
- Do not blow on plates or other utensils to remove dust or crumbs
- Keep fingers out of clean cups, glasses, creamers, and bowls
- Pick up cups, knives, forks, and spoons by their handles

D. Food Service Personnel

- Store employees clothing properly away from food storage area
- Wear clean outer garments and aprons
- No spitting or smoking while working. Must wash hands after smoking or eating
- No person is allowed to work with any communicable diseases, colds, sores, infected wounds, diarrhea or jaundice
- Wash hands well with soap and hot water **by lathering your hands with soap for at least 20 seconds** before starting work or after using toilet or after touching anything that could contaminate them
- Do not wash hands in sink where food is prepared
- Do not wear jewelry or hair ornaments that may drop into food **(this includes rings with diamonds or other stones)**
- Keep fingernails clean **and short**
- Do not scratch your scalp, face, arms, pick your nose, or rub your eyes
- Cover coughs or sneezes with a handkerchief or tissue – not with your towel or wiping cloth
- Wash hands after blowing nose, coughing, or sneezing

E. Refuse Disposal

- Keep stand free from refuse, unused equipment, empty boxes, and cartons
- Have enough covered waste receptacles for garbage
- Keep garbage cans covered tightly
- Do not leave any garbage overnight at stand

- Garbage cans emptied and cleaned daily and stored away from food
- Adequate number of rodent proof garbage cans or dump unit for stand which are as far away as possible and free from flies and odors
- Provide one receptacle for customer usage and one inside for owner usage

F. Waste

- Liquid waste must not be discharged into sewage system and must be disposed of in a sanitary manner so as not to create a nuisance or health hazard
- Store cleaners separate from foods and paper services

G. Utensils and Equipment

- Use utensils and equipment that can be easily cleaned as well as keeping them in good repair
- Do not use chipped, cracked, or split meat blocks, boards, tables, or utensils
- Take apart and clean food preparation and service machines and equipment every four hours and each evening when the stand closes
- Use only clean clothes or towels for wiping and keep in sanitizing solution. **For chlorine keep solution at BETWEEN 50-100 ppm with test strips available.**
- Clean and sanitize all tables, counters, and work surfaces at regular intervals during service (Every four hours)
- Wipe up spilled liquids from counter at once
- Clean empty food bins and containers before refilling

H. Equipment

- Sanitary construction; readily taken apart for cleaning
- In good repair, no open seams, no corrosion, or defects
- No lead or cadmium – plate parts
- Dismantled, cleaned, and sanitized daily and protected against contamination from dirt, dust, flies, customers, and etc.
- Provide coolers with clean ice for refrigeration with the proper scoop (**must have a handle to avoid touching ice with your hand**)

I. Paper Service

- Use wrapped straws only or use an approved dispenser
- Buy and store paper service only in **original packaging**
- Store cartons of paper items six inches off the ground on clean racks or tables
- Take paper cups and container out of right end of tubes (**don't handle the top edges of single services items**)
- Stack paper cups bottoms up on clean shelf or counter where they **can't be handled by customers**
- Set out portion cups only when ready to fill them
- Do not use any single service items more than once
- Do not touch the **bottom of lids when covering containers**

J. Food Storage

- Keep stand clean and cover dirt if on ground area
- Keep ceilings, shelves, bins, and containers clean
- Adequately lightened and ventilated
- Floor rack removable; at least 6 inches above floor
- Food must be stored in insect and rodent/ vermin proof covered containers
- Bins and containers must be cleaned before refilling
- Freezers must be kept at 0°F or below
- Make sure icebox does not drip and leak onto the ground near food storage area
- Make sure potentially hazardous foods are not kept in the danger zone (41°F to 135°F)
- Wet storage of beverages prohibited unless immersed in at least 50 ppm of available chlorine or equivalent sanitizer
- Do not use empty food cans to store food
- Store mops and other cleaning tools away from food

Please remember it is your responsibility to comply with N.J.A.C. 8:24 "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines." Under no circumstances will a Retail Food Establishment receive health department approval to open until all of the aforementioned requirements are met. Please consult with your respective health department for any local ordinances in regards to Food Safety Manager Requirements.