

HIGHTSTOWN BOROUGH

REQUIREMENTS FOR TEMPORARY FOOD LICENSES

The West Windsor Township Health Department licenses and inspects all temporary and mobile food handlers for compliance with Chapter 24, (N.J.A.C.8:24). Please review the following guidelines.

1. Completed applications must be received 20 days prior to event.
2. Plan your menu carefully. The preparation of *potentially hazardous foods* (any food items which consist in whole or in part of milk or milk products, eggs, meat, poultry, rice, fish, shellfish or edible crustacean) is strictly regulated by the New Jersey State Sanitary Code and may be prohibited, if deemed necessary. All potentially hazardous foods must be maintained at safe temperatures.
3. Safe *cooking* temperatures for *potentially hazardous foods* are as follows: 130°F for rare steak or roasts; 145°F for fish, meat, pork and game animals; 155°F for ground meat/fish, injected meats or pooled raw shell eggs; 165°F for poultry; stuffed fish/meat/or pasta.
4. Safe *holding* temperatures for *potentially hazardous foods* are as follows: 41°F and below for cold holding and 135°F and above for hot holding.
5. Indicating thermometers are required to monitor safe temperatures of *potentially hazardous foods and must be onsite*. A thin-tipped probe thermometer (range from 0-220°F) is needed for thin meats.
6. Foods must be protected from contamination while being stored, prepared, displayed or served. All food must be kept covered when on display or behind a sneeze guard. Overhead protection is needed for exposed food prep areas.
7. Gloves or utensils must be used to eliminate bare hand contact with all foods.
8. Sternos and steam tables may **NOT** be used for reheating.
9. Condiments shall be provided in squeeze-type containers or single service packets.
10. Ice must be from an approved source. Ice from a home on a private well is prohibited.
11. Handwashing facilities are required and should consist of dispensed water, hand cleaning liquid in a pump dispenser and individual, disposable paper towels. Handwash stations must be set-up upon arrival, prior to any food preparation or service.
 - Risk Type 2 and 3 must have a handwash station.
 - Risk Type 1 may use containers with pre-moistened towelettes
12. A “wash, rinse and sanitize station” shall be provided for utensils, pans, and equipment used onsite. An approved means of sanitization is 1/3 cup of bleach per 5 gallons of warm water.
13. Dust and/or mud control may be necessary for the ground surface of the food preparation area if conditions warrant.
14. State Law prohibits the home preparation or storage of foods used for retail use.

**Completed application and \$35 fee must mailed to Hightstown Borough –
Attn: Deputy Clerk - 156 Bank Street, Hightstown, NJ 08520 ~ If you have
any questions, please call (609)490-5100
Peggy Riggio @ ext. 628**

HIGHTSTOWN BOROUGH

ATTN: DEPUTY CLERK

156 BANK STREET

HIGHTSTOWN, NJ 08520

(609)490-5100

Fax (609)371-0267

deputyclerk@hightstownborough.com

APPLICATION FOR A TEMPORARY FOOD ESTABLISHMENT LICENSE

Received_____

Check #_____

To WW Health_____

Approval_____

TFL-_____

NAME AND LOCATION OF TEMPORARY EVENT _____

SCHEDULED DATES OF TEMPORARY EVENT _____ TO _____

OPERATIONAL HOURS OF TEMPORARY EVENT _____ TO _____

SPONSOR OF THE TEMPORARY EVENT _____

PHONE # () _____ FAX # _____

EMAIL ADDRESS: _____

NAME OF TEMPORARY FOOD FACILITY _____

NAME OF OWNER/OPERATOR OF TEMPORARY FOOD FACILITY _____

OWNER/OPERATOR'S MAILING ADDRESS _____

OWNER/OPERATOR PHONE # _____ FAX _____

PERSON IN CHARGE OF FOOD HANDLING _____

BASE OF OPERATION: _____

(Location of food preparation and storage prior to the event)

LAST INSPECTION: _____ HEALTH DEPT: _____

PLEASE CIRCLE RATING OF INSPECTION: Satisfactory Conditionally Satisfactory

THIS APPLICATION IS NON-REFUNDABLE AND NOT TRANSFERABLE BETWEEN EVENTS

FEES \$35:

TAX EXEMPT NUMBER (IF APPLICABLE) _____

The undersigned has read the attached Health Department requirements for Temporary Food Licenses. The undersigned agrees to operate the aforementioned food establishment in accordance with all applicable state and local laws and regulations.

Signature: _____ Date: _____

Print Name: _____

TEMPORARY FOOD EVENT QUESTIONNAIRE

Menu item Describe in detail	Quantity	Served Hot or cold	Equipment onsite	used	Arrive at event Hot, cold, or frozen
Indicate sources: Ice Potable Water					

- List of Sources(s) where food will be brought from and purchased:

- Will food preparation be conducted off-site of the event? ☐ YES ☐ NO

- If yes, where will the foods be prepared? (NOTE: FOODS CANNOT BE PREPARED AT HOME)

- How are food temperatures maintained during transport?

- How will potentially hazardous hot foods be held at 135°F and above?

of units: Steam Table _____ Sterno _____ Grill _____ Other _____

- Will a refrigerated truck be used for cold food storage? ☐ YES ☐ NO

- How will potentially hazardous cold food be kept at 41°F or below?

units: Refrigerator _____ Freezer _____ Ice Chest _____ Other _____

- What materials will be used for overhead protection? _____

- What equipment will be used to protect food on display?

Sneeze Guards _____ Covers _____ Other _____

- How will wastewater be disposed of from your food facility operation? _____

Provide a sketch below of the proposed layout including all key food equipment. Locations the following: handwash station, three-basin utensil wash set-up, food prep, storage and display areas.



REMINDERS!

- THERMOMETERS! Place them in cooler, refrigerators, and hot boxes. Stem-type indicating thermometers must be available!
- Food and money should be handled by separate personnel.
- Hair restraints (hair nets or baseball-type caps) are needed for foodhandlers.
- Foodhandlers may not smoke or eat while engaged in food handling.
- Food must be stored off the floor/ground.
- Exposed lighting must be protected from breakage.
- Electrical cords must be properly located to prevent tripping hazards.
- Grills, fryers and hot equipment should be located where the public can not easily gain access in order to prevent burn accidents.