



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —



MOBILE FOOD SERVICE HANDBOOK

Referenced Codes and Standards:

ORC 3717 & 3715

OFC 320, 202, & 906



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Introduction

This document is designed to be a quick reference and to help educate the mobile food operator/volunteer on the responsibilities he/she has to provide safe food. It was prepared with the knowledge that most volunteers are not associated with the food service industry, and with the knowledge that volunteers may only work once or twice during a season.

Please feel free to contact your Jefferson County Health Department food safety staff with any questions you may have.

We can be reached at (740) 283-8530, Monday, Tuesday Wednesday & Thursday 8:00AM – 4:00PM & Friday 8:00AM -3:00PM.

A DRAWING OF FLOOR PLAN WILL BE CREATED BY THE R.E.H.S. COMPLETEING THE INITIAL INSPECTION.

What is a “Mobile Food Unit”?

“Mobile food unit.” Any apparatus or equipment that is used to cook, prepare or serve **food**, and that routinely changes or can change location and is operated from a moveable vehicle or apparatus, including but not limited to motorized vehicles, trailers, and hand propelled carts.

Water Samples

If your Mobile Food Operation has a private water source (well water), the health department is required to obtain a safe water sample **prior** to your opening date each year. Please plan ahead and schedule your opening inspection and your water sample at least 2 weeks prior to your opening date. This will allow time, should the water sample test positive, to have the well treated and re-tested before you want to open.

Licensing

All Mobile food operations offering food products “for sale” are required to obtain an Ohio Mobile License from the local health department. License applications are mailed to operators in January and are due back before the first day of operation. **The license must be obtained prior to opening** in January and are due back before the first day of operation. **The license must be obtained prior to opening.** The health department is required to perform a minimum of inspection per year. Therefore, the **first inspection is done before opening for the season.**

Types of Mobile Food Units:

I. CONCESSION TRAILERS / TRUCKS

Type Definition Concession Trailers / Trucks are totally self-contained units. There is mechanical refrigeration, a complete plumbing system including a hot water tank, and plenty of storage space for multiple day events.

Basic Requirements

- Concession Trailers / Trucks that prepare or cook food for customers should contain the following: Commercial cooking equipment Commercial refrigerators/freezers that are not moved from the concession Sink systems that are large enough to handle all items that must be washed/rinsed/sanitized in the concession. There must be a three-compartment sink with a faucet. There must be a hand wash sink with a faucet. Water systems that can handle the hot water needs of the food service. (A minimum of 5 gallons of water is recommended). There must be adequate food/dry goods storage. There must be an adequate wastewater storage tank.
- Food to be served from the Concession will be prepared on the Concession. No food preparation will be allowed from a home and brought to the Concession for sale.



Related Regulations

All the food handling regulations that pertain to a restaurant are exactly the same for a Mobile Food Concession.

- There are three exceptions to the Food Safety Regulations that do not completely pertain to a Mobile Food Concession.
- These exceptions are: No restroom is required. A ventilation hood is not normally required. A grease interceptor is not required.

PUSHCARTS

Type Definition Pushcarts come in two varieties, those in which the operator stands on the ground or those in which the operator stands inside the cart. Typically, there is no electric or mechanical refrigeration associated with a pushcart.

Basic Requirements

- Pushcarts usually have a fixed grill or flat top that is manufactured into the body of the cart. The warmers and cold storage are also part of the body of the Pushcart.



- Pushcarts normally have limited infrastructure and no electricity associated with their operation. Therefore, ice coolers serve as refrigerators and the sinks are very small. The water supply and dry storage are also very limited.
- Although the sinks are small, there must still be a hand wash sink and a three-compartment (wash/rinse/sanitize) sink. There must also be a faucet. See examples below.
- Because of the limited infrastructure, Pushcarts must work out of a commissary. A commissary is nothing more than a licensed food service.
- A restaurant or grocery store are common commissaries that Pushcarts work out of.
- The Pushcart must begin and end each working day at the commissary.

Related Regulations

- ***Food to be served from the Concession will be prepared on the Concession. No food preparation will be allowed from a home and brought to the Concession for sale.***
- All food handling regulations that pertain to a restaurant are exactly the same for a Mobile Pushcart Food Concession.

II. KNOCKDOWN CONCESSION

Type Definition A Knockdown Concession is exactly what the name implies. It must be built and knocked down for each event.

At first glance, it may seem like the easiest way to get into the mobile concession business. However, they actually require the most work of all the mobile types. Remember, all the regulations for a normal food service business apply.



Basic Requirements

- There are three exceptions to the food safety regulations that do not completely pertain to a Mobile Food Concession. These exceptions are: No restroom is required. A ventilation hood is not normally required. No grease interceptor is required.
- A Knockdown Concession would not be allowed to stand on a soft surface such as the grass or bare ground due to dust, dirt, or possibly mud (if bad weather occurred before or during an event). You must have some type of floor.
- All Commercial cooking equipment is required.
- Food to be served from the Knockdown Concession will be prepared on the concession. No food preparation will be allowed from a home and brought to the concession for sale.

- There must be sink systems that are large enough to handle all items that must be washed/rinsed/sanitized in the concession. The sink system must be set-up for each event. There must be a three-compartment sink with a faucet and a hand wash sink with a faucet
- Water systems that can handle the hot water needs of the food service must be set-up at each event (a minimum of 5 gallons of hot water is recommended).
- There also must be a system in place at each event to dispose of the wastewater from the hand sink and three-compartment sink. This also can be quite challenging.
- Some type of roof is required for those rainy days. Food must be protected from dust, dirt, rain, and occasional birds flying directly overhead. An open flame used to cook (such as a grill) under a tent is not allowed, according to the Fire Dept.
- Commercial refrigerators and/or freezers must be placed in the Knockdown Concession for each set-up.
- There must be adequate food/dry goods storage space inside. Many times a stock truck can provide additional storage space. But remember, additional storage space will be inspected for cleanliness or any other conditions that may apply. Related Regulations
- All the food handling regulations that pertain to a restaurant are exactly the same for a Knockdown Mobile Food Concession.

III. **FROZEN FOOD TRUCKS / CARTS & Soft Serve Ice Cream Truck**



Type Definition A Frozen Food Truck / Cart is a mobile motorized or non-motorized concession on wheels that normally contains a commercial freezer. All product is frozen and prepackaged.

Examples of Frozen Food Trucks / Carts include, but are not limited to, frozen meats and ice cream. This does not include soft serve ice cream trucks. Those trucks will be addressed in the next category.

Basic Requirements

- The frozen foods must be received frozen and are prepackaged. These foods must come from a commercial distributor.
- Frozen Food being held in storage before its sale to the public is prohibited from being stored inside a residence.
- Freezers holding the food for sale must be of commercial grade. There must be a label or data plate on the unit that states for "commercial use".
- This is the only type of Concession in which no plumbing system is required. No hand wash is sink required on a Frozen Food Truck / Cart. Related Regulations
- The Frozen Food Concession is legal to sell its product anywhere within Ohio (as long as local regulations are satisfied).

- **Soft Serve Truck** are under the same regulations as a concession trailer and **MUST** have all the proper equipment. **MUST** have plumbing, a 3 compartment sink and hand wash sink. ETC. **Refer to Concession Trailer Requirements.**

MOBILE COOKERS / BBQ PITS

Type Definition A Mobile Cooker / BBQ Pit is virtually an oven on wheels. The cooking unit is mounted to the frame of the concession. **Basic Requirements**

- The Mobile Cooker / BBQ Pit type concessions must have all the infrastructure of a Concession Trailer or Knockdown. Notice the sink set-up on this Cooker. If the unit is large enough to house cooking equipment, refrigeration system, full plumbing system (including three- compartment utensil sink, hand wash sink, hot & cold running water, and waste water holding tank), and adequate storage space, an auxiliary trailer or knockdown may not be needed.
- Most Mobile Cooker / BBQ Pit type concessions require an auxiliary unit due to infrastructure needs.
- Food to be served from the Concession will be prepared on the Concession. No food preparation will be allowed from a home and brought to the Concession for sale.

UNIT IDENTIFICATION

ALL units must have Concession Identification

- An ID must be at least 3" tall and 1" wide, placed anywhere on the concession, Tear Down units can have a banner. and contain the following information:

1 Company Name

2 City, State, Zip Code

3 Area Code and Phone #

Basic Food Handling

Person in Charge

The Ohio Uniform Food Safety Code requires there be a "person in charge" at all times while the operation is open. This person in charge must be knowledgeable in safe food handling. The areas of knowledge include:

- (1) Describing the relationship between the prevention of foodborne disease and personal hygiene;
- (2) Explaining the responsibility of the person in charge for preventing the transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease;
- (3) Describing the symptoms associated with the diseases that are transmissible through food;
- (4) Explaining the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of foodborne illness;
- (5) Explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish;
- (6) Stating the required food temperatures and times for safe cooking of potentially hazardous food including meat, poultry, eggs, and fish;
- (7) Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of potentially hazardous food;
- (8) Describing the relationship between the prevention of foodborne illness and the management and control of the following:
 - (a) Cross contamination,
 - (b) Hand contact with ready-to-eat foods,
 - (c) Handwashing, and
 - (d) Maintaining the food service operation or retail food establishment in a clean condition and in good repair;
- (9) Explaining the relationship between food safety and providing equipment that is:
 - (a) Sufficient in number and capacity, and
 - (b) Properly designed, constructed, located, installed, operated, maintained, and cleaned;
- (10) Explaining correct procedures for cleaning and sanitizing utensils and food contact surfaces of equipment;
- (11) Identifying the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections;

(12) Identifying poisonous or toxic materials in the food service operation or retail food establishment and the procedures necessary to ensure they are safely stored, dispensed, used, and disposed of properly;

(13) Explaining the details of how the person in charge and food employees comply with a Hazard Analysis Critical Control Point (H.A.C.C.P.) plan if a plan is required by this chapter, or an agreement between the licensor and the food service operation or retail food establishment; and

(14) Explaining the responsibilities, rights, and authorities assigned by this chapter to the:

(a) Food employee,

(b) Person in charge, and

(c) Licensor.

The “person in charge” shall ensure that:

(1) Food service or retail food establishment operations are not conducted in a private home or in a room used as living or sleeping quarters;

(2) Persons unnecessary to the food service operation or retail food establishment are not allowed in the food preparation, food storage, or ware washing areas, except brief visits and tours may be authorized by the person in charge if steps are taken to ensure that exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles are protected from contamination;

(3) Employees and other persons such as delivery and maintenance persons and pesticide applicators entering the food preparation, food storage, and ware washing areas comply with this chapter; employees’ handwashing;

(4) Employees are visibly observing foods as they are received to determine that they are from approved sources, delivered at the required temperatures, protected from contamination, unadulterated, and accurately presented by routinely monitoring the employees’ observations and periodically evaluating foods upon their receipt;

(5) Employees are properly cooking potentially hazardous food, being particularly careful in cooking those foods known to cause severe foodborne illness and death, such as eggs (egg products/salads, etc.) and comminuted meats, through daily oversight of the employees’ routine monitoring of the cooking temperatures using appropriate temperature measuring devices properly scaled and calibrated;

(6) Employees are using proper methods to rapidly cool potentially hazardous foods that are not held hot or are not for consumption within four hours, through daily oversight of the employees’ routine monitoring of food temperatures during cooling;

- (7) Consumers who order raw or partially cooked ready-to-eat foods of an animal origin are fully informed that the food is not cooked sufficiently to ensure its safety;
- (8) Employees are properly sanitizing cleaned multiuse equipment and utensils before they are reused, through routine monitoring of solution temperature and exposure time for hot water sanitizing, and chemical concentration, pH, temperature, and exposure time for chemical sanitizing;
- (9) Consumers are notified by employees that clean tableware is to be used when they return to self-service areas such as salad bars and buffets;
- (10) Employees are preventing cross-contamination of ready-to-eat food with bare hands by properly using suitable utensils such as deli-tissue, spatulas, tongs, single-use gloves, or dispensing equipment.
- (11) Employees are properly trained in food safety as it relates to their assigned duties.

Time and Temperature Controlled for Safety Foods (TCS)

TCS foods are defined as food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting: The rapid and progressive growth of infectious or toxigenic microorganisms; including foods of animal origin that are raw or heat-treated; foods of plant origin that are heat-treated or consists of raw seed sprouts; cut melons; and garlic-in-oil mixtures

Personal Hygiene

Employees must wear clean clothes/uniforms to work.

Food workers must not wear any jewelry, except a plain wedding band and/or a medical ID bracelet. Food workers must not wear nail polish or false nails, unless the worker is wearing gloves to protect the food from contamination from possible flaking and loose nails.

Food workers must have hair restrained in some way.

Workers can only eat and smoke in designated areas outside of the food prep and serving area.

Drinks are acceptable as long as they are in a covered container.

Hand washing is the most important step to preventing the spread of germs and possible food borne illness. Hands must be washed in hot water with soap for at least 20 seconds then rinsed and dried with either single use towels or a hand dryer. Hands must be washed:

- *Prior to beginning work,
- *After handling raw meats,
- *When changing from one task to another,
- *After taking out trash/garbage,
- *After working for 4 hours,
- *After using the restroom,
- *After eating, drinking or smoking,
- *Or anytime hands may have become contaminated

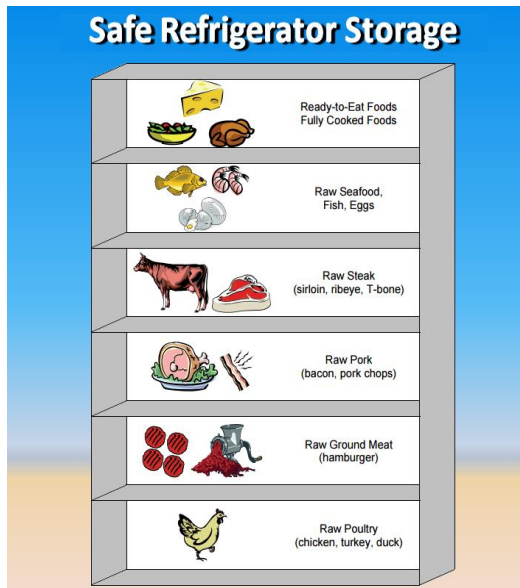


The Ohio Uniform Food Safety Code requires there be no bare hand contact with ready to eat foods, such as **buns, nacho chips, meats and vegetables for salads/sandwiches etc.** Other means could include gloves, tongs, deli tissue, foil sheets. If using gloves, it is important to note that gloves do not reduce or eliminate the need for proper hand washing. Hands must be washed prior to putting on gloves and after removing gloves. Gloves must be changed regularly and/or anytime hands would otherwise need to be washed (see list above).

Receiving and Storage

If products **are** delivered to your operation, **take the time to check them in and put them away immediately.** If you purchase your products on your own and then bring them back, be sure to transport them safely. Take coolers to transport cold/frozen foods. Be sure you use stock rotation when putting food away, by moving the older items to the front and put the new items in the back. All food must be stored **at least 6 inches off the floor.** This allows for cleaning and helps with pest control.

In a cooler or freezer, foods must be stored according to their final cooking temperatures. The foods



requiring the highest cooking temperature would be stored on the bottom and the lowest cooking temperature on the top. For example: if you had chicken/poultry, ground beef, steaks/chops, fish and ready to eat foods to be stored in the same cooler, you would store the chicken/poultry on the bottom, the ground beef above that, then the steaks/chops, then the fish and finally the ready to eat foods on top.

Food Preparation

Frozen foods must be thawed in a manner that does not allow for the growth of bacteria. There are four approved methods:

- 1) in the refrigerator at 41° F or less;
- 2) under cold running water;
- 3) in the microwave, if immediately cooked; or
- 4) as part of the cooking process.

Foods must never be allowed to contaminate another food. For example, always wash your work area and all equipment before moving on to the next food.

All cold foods must be held at 41° F or less. Therefore, the ambient air temperature in the cooler be at least 2° F lower, or 39°F.

Never allow food to stay in the temperature **danger zone (41-135° F) for more than four hours**. Time spent in the temperature danger zone is cumulative from the time you receive the food to the time it is served.

The only way to know the temperature of a food is to check it with a thermometer. Always check the center or the thickest part of the food. Always use a calibrated thermometer. To calibrate a thermometer:



- fill a glass with crushed ice;
- add water and allow to sit for a minute or so;
- insert the thermometer, be sure not to touch the bottom or sides of the cup;
- when the needle stops moving it should read 32°F. If not, adjust the needle to read 32°F by using the calibration nut on the underneath side of the thermometer head.



If preparing a large amount of food, prepare only small amounts at a time. Take out only what you can prepare in 30 minutes or less. Do not allow food to sit out in the temperature danger zone (41-135°F) for longer than 30 minutes during preparation.

Once prepared either return it to cold holding or begin cooking immediately.

Once foods are fully cooked they may be placed into hot holding units such as steam tables or commercial grade roasters with digital temperature. Food must be held hot at 135° F or greater. *Do not use steam tables to heat food, unless specifically designed for heating.*



At the end of the day, all food should be discarded.

In use serving utensils must be left *in* the product or stored clean and dry. Do not store utensils in a container of stagnate water as bacteria that could cause foodborne illness can grow on surfaces.



Potentially hazardous foods (meat, milk, cheese, etc.) held more than 24 hours must be **date marked for use within 7 days when held at 41° F or less**. For example, you open a package of hot dogs on June 1 and do not cook them all, the remainder of the package must be date marked for use by June 7. Always date mark by using the discard date not the opened date. Be sure to discard food according to the date mark.



To help reduce the chance for foodborne illness, all food must be heated to the proper temperature before serving. Use the chart below to be sure foods are fully cooked:

Fish.....	145°F (15 sec)
Meat.....	145°F (15 sec)
Game animals (except ratites).....	145°F (15 sec)
Ratites.....	145°F (3 min) or 150°F (1 min) 155°F (15 sec) or 158°F (less than 1 sec)
Injected meats (ham, bacon etc.).....	145°F (3 min) or 150°F (1 min) or 155°F (15 sec) or 158°F (less than 1 sec)
Comminuted fish.....	145°F (3 min) or 150°F (1 min) or 155°F (15 sec) or 158°F (less than 1 sec)
Comminuted meat.....	145°F (3 min) or 150°F (1 min) or 155°F (15 sec) or 158°F (less than 1 sec)
Comminuted game animals.....	145°F (3 min) or 150°F (1 min) or 155°F (15 sec) or 158°F (less than 1 sec)
Raw eggs.....	145°F (3 min) or 150°F (1 min) or 155°F (15 sec) or 158°F (less than 1 sec)
Poultry.....	165°F (15 sec)
Stuffed fish.....	165°F (15 sec)
Stuffed meat.....	165°F (15 sec)
Stuffed pasta.....	165°F (15 sec)
Stuffed poultry.....	165°F (15 sec)
Stuffed ratites(ostrich, emu etc.).....	165°F (15 sec)
Stuffing, containing fish, meat, poultry, ratites.....	165°F (15 sec)
Animal foods cooked in a microwave oven.....	165°F; food rotated, stirred, covered and allowed to stand for 2 minutes.
Fruits and vegetables.....	135°F or above/Instantaneous for hot holding

Cleaning and Sanitizing

Equipment must be cleaned and sanitized after each use, or if in continuous use, it must be cleaned and sanitized every 4 hours.

Utensils must be cleaned and sanitized after use or at the end of the shift.

Equipment and utensils must be properly washed and sanitized using the following procedure:

- 1) Rinse or scrape
- 2) Wash in hot soapy water
- 3) Rinse in clear water
- 4) Sanitize with approved sanitizer in the proper concentration:
 - a. Chlorine – 50-100 PPM DO not EXCEED 200 PPM
 - b. Iodine – 12.5-25 PPM
 - c. Quaternary Ammonia – 200 ppm
- 5) Air dry



Floors must be swept and mopped nightly or more often if needed.

Wiping Cloths

Wiping cloths must be stored in a container of sanitizer solution allowing for a quick clean up. Do not leave wet wiping cloths laying on counter tops or tables. Do not use otherwise dirty/contaminated cloths as wiping cloths.



Chemical Storage

All chemicals must be stored away from or below all food and food products including utensils, single use paper goods etc. to help prevent contamination. Any chemical not in its original container, such as a spray bottle, must be clearly labeled with the name and proper use instructions, and stored properly.

Maintain a copy of the Material Safety Data Sheets (MSDS) on the premises for all chemicals in the operation. If you purchase your chemicals locally, be sure to call the company and get a copy of the MSDS sheets, so your staff has all the information related to the risks of using the chemical(s).



Pest Control

Pest control can only be performed by a licensed pest control operator. Working with your pest control operator eliminate pest's food, shelter and water can enhance the control measures. The best pest control is proper cleaning and maintenance.

Pest Prevention



- Prevention is critical in pest control. If you wait until there is evidence of pests in your operation, they may already be there in large numbers. An IPM program has three basic rules:

- 1) Deny pests access to the operation.
- 2) Deny pests food, water and shelter.
- 3) Work with a licensed pest control operator (PCO).



FSO & RFE EQUIPMENT LIST

BUSINESS:	OWNER:
STREET:	STREET:
CITY:	CITY:
STATE:	STATE:
ZIP:	ZIP:
PHONE:	PHONE:

[illegible]**RETURN WITH APPLICATION**

MENU OR FOODS BEING SERVED

BUSINESS: _____	OWNER: _____
STREET: _____	STREET: _____
CITY: _____	STREET: _____
STATE: _____	STATE: _____
ZIP: _____	ZIP: _____
PHONE: _____	PHONE: _____

LIST COMPLETE MENU OR FOODS BEING SERVED

[illegible]**RETURN WITH APPLICATION**

A MENU MAY REPLACE THIS FORM IF APPLICABLE.