



# Township of Woodbridge

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Woodbridge - Ten Towns, One Community

## ***NOTE TO ALL TEMPORARY FAIR COORDINATORS AND PARTICIPANTS***

Dear Coordinator and/or Vendor,

Attached are four pieces of literature that are now part of our temporary food facility approval and inspection process. **It is required reading prior to our inspection.**

The literature entitled “Temporary Facility Application” should be **filled out by the person in charge of each food booth and returned to the Health Department for review two weeks prior to your planned event.** This will allow us to review the proposed plans, and will facilitate any changes that may be necessary in order for you to be approved to operate as a temporary food facility.

The literature entitled “Standards for the Dispensing of Food from temporary Facilities at Fairs, Carnivals, etc” is for your review as the organizer/coordinator and the person on charge of each booth. It highlights required supplies and procedures, essential food handling techniques, storage facilities, and personal hygiene practices.

Copies of the literature entitled “Reminders for a Healthy Food Service” and “Checklist for Food Concessionaires” **MUST** be posted in each food booth as reminders for sound food handling during actual operation.

**ALSO, AS PART OF THE PROCESS TO OPERATE AT A TEMPORARY FAIR IN WOODBRIDGE TOWNSHIP YOU WILL BE REQUIRED TO OBTAIN A HEALTH LICENSE. THIS MUST BE DONE NO LATER THAN TWO WEEKS PRIOR TO THE EVENT. FAILURE TO COMPLY WILL RESULT IN YOUR INABILITY TO OPERATE YOUR BOOTH THE DAY OF THE EVENT. THE LICENSE FEES ARE AS FOLLOWS:**

- **ITINERANT FOOD VENDOR (FAIRS/CARNIVALS/FLEA MARKETS)  
\$75.00 FOR MULTIPLE EVENTS IN A CALENDAR YEAR PER INDIVIDUAL VENDOR**
- **TEMPORARY FOOD VENDOR (FAIRS/CARNIVALS/FLEA MARKETS)  
\$25.00 PER SINGLE EVENT IN A CALENDAR YEAR PER INDIVIDUAL VENDOR**

If you have any questions as you review this literature, please do not hesitate to contact us at (732) 855-0600, Ext. 5027. We are here to guide you through a safe and successful event.

Woodbridge Health Department  
Environmental Division

**STANDARDS FOR THE DISPENSING OF FOOD  
FROM TEMPORARY FACILITIES  
AT FAIRS, CARNIVALS, ETC.**

**A. Utensils/Equipment**

1. The use of single service utensils is recommended.
2. If multi-use kitchen utensils are used, these utensils must be sanitized prior to each use in a designated facility.
3. Spray bottles consisting of 200ppm chlorine solution or other adequate sanitizing solution must be provided for sanitizing counters and other food contact surfaces **AND PROPERLY LABELLED**. We now allow sanitizing wipes for counters and surfaces.
4. All food, beverages, equipment, and utensils shall be protected at all times from unnecessary handling and shall be stored, displayed, and served so as to be protected from contamination. Sneeze guard protection may be required. All food and containers shall be stored off the floor on shelving or pallets. No foods shall be stored directly on the ground.
5. Condiment containers shall be pump type, squeeze containers, or have self-closing covers or lids for content protection. Single service packets or lids are recommended.
6. An adequate number of leak-proof and fly-proof garbage containers shall be provided and serviced as needed. Plastic garbage bags may be used in each booth. Arrangements for clean up and final disposal of all solid waste must be approved by the Health Department.
7. Water supplied to all sinks must be from an approved source. Liquid waste, including waste from ice bins and beverage dispensing units, must be contained in or drained into a leak-proof container. Liquid waste must be disposed into an approved sewage system and must not be discarded onto the ground.
8. Shellfish tags must be provided for all shellfish to be sold.

## **B. Food**

1. All foods must be from an approved source. *(A licensed, inspected facility) NO FOODS MAY BE PREPARED AT A PRIVATE HOME!*
2. A list of food sources shall be made available to the Department upon request.
3. Temperature controls shall be provided for perishable (potentially hazardous) foods. Provide stem thermometers to check temperatures.
  - a. Cold foods – maintain food temperature of 41°F or below.
  - b. Hot foods – maintain food temperature of 135°F or above.
  - c. Food in transit must be protected from contamination and must meet the temperature requirements noted above.

Note: Sufficient equipment is necessary to cook and maintain temperature of all perishable foods (e.g. steam tables, chafing dishes, refrigerators, coolers, etc.)

4. No uncovered, unwrapped, unpackaged, or unprotected foods (including condiments, mustard, catsup, etc.) shall be displayed for self-service or exposed to the public on counter or table tops.
5. All prepackaged foods must be labeled or have a sign posted with ingredients and manufacturer of the food.
6. All foods shall be stored at least six (6) inches off the ground or floor.
7. All foods and utensils must be protected from contamination.
8. Ice intended for consumption shall be properly protected and stored separately from ice used for refrigeration purposes. All waste water from ice shall not be drained directly onto the ground and must be disposed into an approved sewage system or holding tank.

### **C. Personnel/Hygiene**

1. All food handlers must wash their hands with soap and water prior to the start of food preparation activities and especially after visiting the restroom or smoking. (Antibacterial wipes may be used in lieu of soap and water - or - in conjunction with)
2. Toilet and handwashing facilities shall be conveniently available for the operators and employees.
3. All food handlers shall wear clean outer garments and suitable hair restraints.
4. All food operators shall maintain a list of persons involved in the food operations.
5. Sanitary food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs or gloves when handling food.
6. Potable water shall be provided for cleaning purposes. Potable water shall be from an approved source and shall be stored in an approved container with a minimum capacity of five (5) gallons. Containers shall have a spigot for dispensing of water.
7. Waste water and grease shall not be drained directly onto the ground and must be disposed into an approved holding tank.
8. Disposable towels shall be provided.
9. Smoking is prohibited in food preparation and service area.

# WOODBRIIDGE TOWNSHIP HEALTH DEPARTMENT

## Checklist for Food Concessionaires

- \_\_\_\_\_ Liquid Soap
- \_\_\_\_\_ Spray bottle with sanitizing solution  
(bleach and water, 200 ppm)
- \_\_\_\_\_ 5-gallon covered container with spigot for clean water
- \_\_\_\_\_ 1 plastic tub for waste water (from hand washing)
- \_\_\_\_\_ Paper towels
- \_\_\_\_\_ Stem thermometer
- \_\_\_\_\_ Clean clothes
- \_\_\_\_\_ Hairnets, hats, or other hair restraints
- \_\_\_\_\_ Ice – separate ice for drinks and for cooling foods
- \_\_\_\_\_ Ice chests
- \_\_\_\_\_ Serving spoons, spatulas, tongs, etc.
- \_\_\_\_\_ Plastic wrap for covering food or containers with covers
- \_\_\_\_\_ Platforms for elevating food 6” off ground
- \_\_\_\_\_ Adequate numbers of tables with washable surfaces
- \_\_\_\_\_ Plastic garbage bags, refuse containers
- \_\_\_\_\_ No smoking, eating or drinking

## REMINDERS FOR HEALTHY FOOD SERVICE

WASH YOUR HANDS	Thoroughly wash your hands with warm water and soap before beginning work and after each break.
KEEP COLD FOODS BELOW 41°F	Check refrigeration temperatures regularly and store all readily perishable foods under refrigeration.
KEEP HOT FOODS ABOVE 135°F	Check temperatures of foods in steam tables and hot display units regularly.
DO NOT WORK IF YOU ARE ILL	Report illness to your supervisor and stay away from food handling activities.
MINIMIZE HAND/FOOD CONTACT	Use utensils or single service papers for food handling activities.
NO SMOKING	Absolutely no smoking in work areas. After smoking outside work areas, wash your hands before returning to work.
KEEP SERVICE OPENINGS SCREENED	Minimize the number of flies by keeping openings screened and doors closed at all times and foods covered.
WEAR CLEAN CLOTHING	Wear clean uniforms including aprons and garments. Store coats, etc., away from food area.
WEAR HAIR RESTRAINTS	Confine hair to prevent contamination of food and utensils.
CLEAN ALL WORK AREAS	Remember: "If you have the time to lean, you have the time to clean"

→ *Following these guidelines is good for public health and good for business.*

**Township of Woodbridge    Department of Health    Environmental Division  
2 George Frederick Plaza    Woodbridge, NJ 07095**

**Township of Woodbridge  
Temporary Food Facility Application**

<b>Name of Event</b>	<b>Location of Event</b>	<b>Date/Time of Event</b>
<b>Name of Establishment</b>	<b>Name of Booth Operator</b>	<b>Number of Food Booths</b>
<b>Address</b>	<b>City, State, Zip Code</b>	
<b>Phone Number</b>	<b>Fax Number</b>	<b>Email Address</b>

1. Where will food be stored and/or prepared prior to the event?

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2. How will you keep food cold (41 °F)? (examples of cold food are: raw meat, poultry, seafood and dairy products)

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3. How will you keep hot food hot (135 °F)? (examples of hot food are: cooked, ready-to-serve meat, poultry, seafood)

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4. Describe the handwashing facilities in your booth:

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5. How do you intend to sanitize:

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6. List all food and beverages items that will be served:

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7. Please list the employees that will be working in your booth:

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**Please sign here to acknowledge you have read and understand all conditions.**

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