

Guidelines for FOOD STALL OPERATORS at KILBIRNIE FESTIVAL, 6 APRIL 2008

Please keep this information for your reference

Pre-Event Preparation & Set Up

1. It is preferable that all food is to be prepared at registered food premises, such as restaurants and other food shops etc. Preparation of food in a domestic kitchen (such as your own home) is not recommended
2. Food must be purchased and prepared as close as possible to the time of the event. If prepared the night before, all readily perishable food must be refrigerated at a temperature of 4 °C or below.
3. Food must be transported and stored on site in covered containers and cold-stored in a refrigerator or chilly bin at 4 °C or below, or hot-stored 60°C or above. It is recommended that you use a **thermometer** to check the temperature of the food to ensure they are within the recommended temperature.
4. Food must be stored at least 450mm above the ground. You may need to bring with you a separate table for storage of boxes with food in them, etc.
5. For public safety, any cooking unit must not be facing the public or be accessible to the public. Stall holders utilising open fires (e.g. BBQs) must have access to a fire extinguisher or fire blanket.

During the Event

6. Actual preparation of food at the event, as distinct from cooking of food, must be kept to a minimum.
7. People handling food must wear appropriate protective clothing to protect the food from contamination by their ordinary clothes and / or hair.
8. People handling food must take care to regularly wash their hands. Keep a good supply of protective gloves available.
9. People preparing and cooking food should not handle money.
10. Containers of food must be covered to prevent any contamination from dust, flies, birds, animals, etc and uncovered only for the minimum amount of time needed for cooking and sale.
11. Cooked food, or vegetables eaten raw (lettuce, grated carrot etc) must not come into contact with raw meats or any surfaces or utensils used to prepare raw meats.
12. Ensure you have enough cooking utensils (tongs, spoons, knives, etc). It is advisable to bring more than what you think you may need so that you have spares when some get contaminated, dropped onto the ground, etc.
13. Ensure all hot food is placed in a food warmer after cooking, or served immediately. Keep readily perishable food hot (at or above 60°C) or cold (at or below 4°C). It is recommended you use a **thermometer** to ensure this is the case.
14. Ensure you have enough ice to keep food cold in chilli bins, etc. It is advisable to have someone who is able to obtain more ice as and when required to keep the food cold.
15. Only single service containers are permitted for the use of public (disposable plates, cups, knives, forks, etc)
16. Stallholders are required to have ready access to toilets and to hot water for the washing of hands and cleaning of utensils.
17. All rubbish generated at your food stall must be kept tidily in bins with plastic liners and removed from the site at the end of the day or as they get full.

Food Stall Operators Registration Form

To ensure that every operator meets the minimum requirements, you must complete this form and return by Mon 31/3.

Name of Stall:

Name of contact person: **Phone No:**

Address:

1. What food will you be selling?

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2. Where will the food be prepared?

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3. Where and how will the food be stored prior to delivery to the Festival site?

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4. How will the food be transported to the site? (Refrigerated? Insulated containers?)

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5. What food preparation/cooking will be done at the Festival?

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6. How will food be protected from dust, customers etc, on the day?

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7. What cooking equipment will you be using at your stall?

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8. What access to hand washing and toilet facilities do you have?

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9. How will you store the food during the Festival?

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10. Any additional information or comments concerning your stall?

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11. Have you had any training in the safe handling of food?

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Signed:

Date: