



Many local organizations count on the help that comes from fundraising events. Whether you are planning a chili cook-off, chicken barbecue, spaghetti supper or pancake breakfast, there is some

important information you need to know to make the event a healthy success.

Plan Ahead

As soon as you start planning for your event, that's the time to involve the health department. You may need a food permit. The health department will need to know:

- The menu – what food do you plan to serve? About how many people do you expect?
- Where will the food be prepared? (for example, no food from home is allowed)
- Where will the event be held and what kind of facilities are available (sinks, cooking equipment, etc.)?

Work Together

Your local health department wants to work with you to identify safe practices to serve food at a fundraising event. Talk to them early, so that together you can identify strategies for assuring community health and safety. For example, instead of home-cooked food, maybe there is a local restaurant, school, church, firehouse or hotel with a health department approved kitchen that is willing to host. Or, instead of serving a food that needs special handling to keep safe, maybe you can consider other choices. Together with the health department you can work on adjusting the menu or process you were planning to use for food preparation.

As with everything, it's all about being prepared! By the time you are ready to advertise your event, you will be confident that all the food safety issues have been addressed.

Where can I get more information?

Some counties do not have environmental health programs, and are covered by State Health Department District offices.

To find the health department in your area that issues food permits, look in the blue pages of your phone book for the county health department or check this online map

http://www.nyhealth.gov/environmental/water/drinking/doh_pub_contacts_map.htm

To get a copy of the regulation for temporary food service establishments (Part 14, Subpart 14-2)

http://www.nyhealth.gov/regulations/nycrr/title_10/part_14/subpart_14-2.htm

To learn more about food handling, preparation and storage

http://www.nyhealth.gov/environmental/indoors/food_safety/

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State of New York
Department of Health

Planning a Fundraiser?

Food Safety at Community Events



Questions & Answers

Do I always need a food permit?

If you will be serving food, in most cases you will be required to have a temporary food service permit. By checking with your local health department as soon as possible, you can find out whether you need one or not.

Some events do not require a permit. These include bake sales or covered dish suppers where people bring a dish to share with each other. A religious, fraternal or charitable organization that has its own facility and plans to prepare food at the facility and serve food at the facility does not need a permit for an occasional event (once a week or less often).

Does this apply *only* to fundraising events?

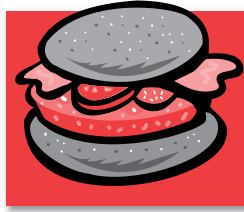
No, fundraisers fall under the category of “temporary food service”. NYS regulations cover any event lasting 1-14 days where food is served, including fairs, festivals, or community celebrations.

What is the health basis for issuing temporary food service permits?

Both the fundraising planning committee and the health department share the common goal of a safe event. If food is not handled or cooked properly, it can get contaminated with salmonella, E. coli, hepatitis A, or other bacteria and viruses and people can get sick. It is in everyone's best interests to work together to prevent problems and avoid illness.

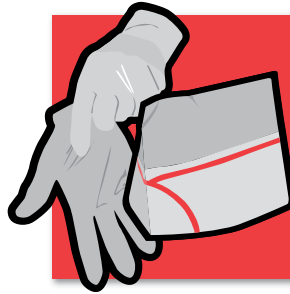
What other steps do I need to take to keep food safe?

The health department will help you with your event when you contact them, but here are the basic ideas:



Choose a food-safe menu.

- Keep it simple and bear in mind that some foods need special handling to avoid bacterial growth (such as meats, eggs, dairy products, cut fruits and vegetables).
- Use foods only from approved sources (for example, commercial foods or those cooked in permitted kitchens). Foods prepared or cooked at home would not be considered an approved source.



Practice good health and hygiene.

- Don't prepare or serve food if you are ill, have open sores or infected cuts.
- Wear clean clothing or aprons.
- Restrain hair in a hat or net.
- Wash your hands before preparing and serving food.
- Wear gloves when working with ready-to-eat foods such as sandwiches and salads.



Maintain good practices in the food area.

- Keep food at proper temperature. To control the growth of bacteria, you need to cook foods to the right temperature. If you are transporting food, reheating food, storing food, or serving foods hot or cold, you will need to make sure they stay at the right temperature. Your health department can provide advice based on your menu.
- Keep raw food preparation areas separate from areas with cooked or ready-to-eat foods.
- Wash pans, knives, spoons, cutting boards and other equipment in hot soapy water and rinse in hot clean water.
- Sanitize food contact surfaces with a solution of bleach and water (one tablespoon of unscented household bleach into one gallon of water).
- Empty and remove trash frequently.

Keep food at proper temperature to slow the growth of bacteria

Minimum Cooking Temperatures

°F	°C	
165	74	Chicken and turkey
158	70	Ground beef and sausage
150	66	Pork
145	63	Eggs and fish
130	54	Beef (except ground)

Reheat all foods to 165°F/74°C

- Cold holding: Food in refrigerators or coolers must be below 41°F / 5°C.
- Hot holding: Hot foods that are being held for service must be above 135°F / 57°C.
- Some foods must be cooked to certain temperatures before they can be served. See Minimum Cooking Temperatures above.
- Check cooking and holding temperatures often. A probe thermometer is required!

Other important points to remember

DO	DO NOT
Use only potable (drinkable) water for cleaning and cooking.	Do not use water from unapproved sources.
Keep raw food preparation areas separate from areas with cooked or ready-to-eat foods.	Do not use equipment or containers that have contacted raw food for cooked or ready-to-eat foods.
Use only food grade equipment in your operation.	Do not use buckets from a hardware store, for example.



DO NOT FORGET

Do not accept or use foods that come from unknown sources or that are home-prepared. Use foods that come from an approved source.



State of New York
Department of Health



FOOD SAFETY for the Volunteer Worker



Preventing foodborne illness starts
with basic food safety... and you

Foodborne illness can be prevented

Foodborne illness happens when someone eats food that is contaminated. Some of the common organisms or pathogens that cause foodborne illnesses are

- bacteria – Salmonella, E. coli
- viruses – Hepatitis A, Norovirus
- parasites – Cryptosporidium, Giardia

This brochure describes how you can prevent foodborne illnesses by properly handling and cooking food.

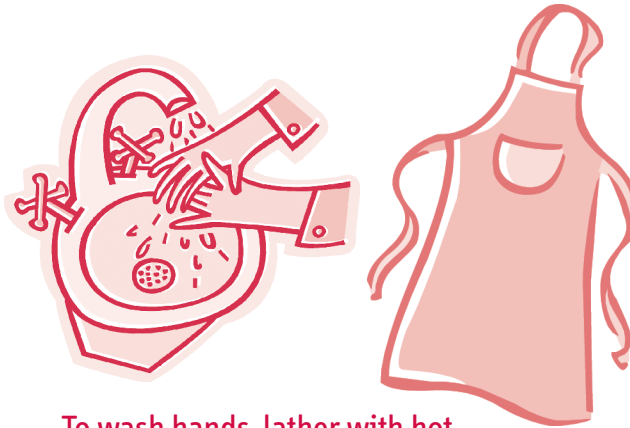
All foods can become contaminated and cause illness. However, some foods spoil rapidly at room temperature and need special handling to keep them safe. These are called potentially hazardous foods.

Storing, cooling and holding potentially hazardous foods properly will slow bacterial growth.



Some examples of potentially hazardous foods are meat, poultry, seafood, eggs, dairy products, cooked vegetables, cooked pasta, rice and potatoes.

Good health and hygiene are critical for food safety



To wash hands, lather with hot water and soap for 20 seconds, rinse and dry on single-use paper towels.

Sick food workers are the leading cause of foodborne illness. To prevent the spread of disease, don't come to work if you ...

- are sick with vomiting or diarrhea.
- have infected wounds, sores or boils.
- think you may have any illness that could be spread by handling food.

Even when you are healthy, it is important to practice good hygiene when working with food:

- Wash hands before work and after using the toilet, smoking, sneezing, coughing, eating, drinking or otherwise soiling your hands.
- Wear gloves when working with ready-to-eat foods, such as sandwiches and salads.
- Keep hair restrained by a hat or other method.
- Wear clean clothing or aprons.

Food preparation areas must be clean and sanitary

Empty and remove trash frequently.

Keep all food preparation and service areas clean and free of debris. Take these three steps to clean equipment and service areas:

- Wash in hot, soapy water.
- Rinse in hot clean water.
- Sanitize food contact surfaces.

Sanitize equipment that is used for food preparation, such as pans, knives, spoons, cutting boards or countertops. Sanitizing means killing bacteria and other organisms that cause illness.

To sanitize surfaces after cleaning, wipe them with a sanitizing solution safe for food-contact surfaces, such as bleach and water.



To make a bleach and water sanitizing solution, add one tablespoon of unscented household bleach into one gallon of water. Change solution every few hours or when it looks dirty.

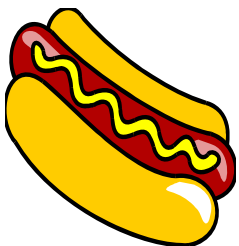
NOTICE

To All Caterers And Temporary Food Stand Operators YOU MUST Provide Minimum Handwashing Facilities As Follows:



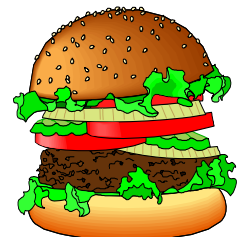
- ♦ A 5 gallon container of fresh potable water with 5 drops of household bleach added. Such containers are available with an on/off spigot.
- ♦ Hand soap (no special soaps are required).
- ♦ A roll of individual, disposable paper towels.
- ♦ The wastewater must be disposed of in an appropriate manner.

The NYS Department of Health requires that all employees involved with food preparation and service routinely wash their hands and exposed portions of their arms with plain soap and water. Thorough handwashing is done by vigorously rubbing together the surfaces of lathered hands and arms for at least 20 seconds followed by a thorough rinse with clean water.



When am I required to wash my hands?

- ♦ before starting work
- ♦ before putting on single service gloves
- ♦ after touching raw, fresh or frozen beef, poultry, fish or meat
- ♦ after mopping, sweeping, removing garbage or using the telephone
- ♦ after using the bathroom
- ♦ after smoking, eating, sneezing or drinking
- ♦ after touching anything that might result in contamination of hands.



CATTARAUGUS COUNTY HEALTH DEPARTMENT

FOR YOUR INFORMATION

DO:

Wear disposable gloves - or use napkins, deli paper, tongs, scoops or other utensils when preparing or serving ready-to-eat foods (***foods which will not be cooked.***) Examples:

1. Handling rolls or toast
2. Serving ice cream cones
3. Cutting lemons/limes for use at bar
4. Preparing sandwiches
5. Washing & cutting raw vegetables or fruits that won't be cooked prior to service (salads, vegetable platter, fresh fruit)
6. Dispensing ice in drinks.

DO NOT:

Wear disposable gloves which are used to prepare or serve ready-to-eat foods to:

1. Mop the floor
2. Clean equipment
3. Handle raw foods

Gloved hands used for preparing or serving ready-to-eat foods may, at the same time, be used to:

1. Touch & handle equipment in the immediate area of the food preparation (i.e. chef's refrigerator, scoops, private telephone, pots, pans, etc.) providing the equipment is clean and sanitized (with a solution of household bleach and water) on a daily basis.

Use of gloves to minimize hand contact does not eliminate the need to follow proper hand washing routines. Plastic gloves are inexpensive and by definition, disposable. If your gloves are accidentally contaminated (i.e. touch any unsanitized surface) or if your gloves have to be removed, throw them away, wash your hands, and put on a new pair.

If you have any questions, please contact the Public Health Sanitarian or Technician who inspects your food service establishment.

(Revised 1/03)

TEMPERATURE GUIDELINES

Cooking

Foods should be cooked to the following internal temperatures:

Ground Meat and foods containing Ground Meat.....	158°F
Poultry, shell eggs, stuffed meats, stuffings containing meat.....	165°F
Pork and foods containing pork.....	150°F
All other foods.....	140°F

Cooling

Foods should be cooled to the following internal temperatures:

From 120°F to 70°F in less than two hours

and

From 70°F to 45°F in less than four hours

Reheating

Foods must be reheated to an internal temperature of 165°F.

Cold/Hot Holding

Cold foods must be maintained at or below 45°F at all times. *

Hot foods must be maintained at or above 140°F at all times. *

*** Exception**

Food temperatures may be in the range of 45°F to 140°F during preparation and service no longer than 30 minutes.

Instructions For Discarding Potentially Hazardous Foods That Have Been Temperature Abused

Part 14, of the New York State Sanitary Code, defines “potentially hazardous food” as any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shell fish, edible crustacea or other ingredients including synthetic ingredients in a form capable of supporting the rapid growth of harmful bacteria.

Studies have shown that these foods, when temperature abused, are most often associated with foodborne illness.

When food temperatures are found to be outside the safe range for a specified time, the following actions must be taken immediately in order to prevent the occurrence of a foodborne illness:

COOLING

<u>Observation</u>	<u>Corrective Action</u>
1. Food found between 140° - 120° F In a process or amount that exceeds guidelines.	1. Cool according to procedures in the food preparation tables.
2. Food found between 120° - 70°F in a process or amount that exceeds guidelines; and,	2.
a. Product was in this range for greater than two (2) hours.	a. Discard immediately.
b. Product was in this range for less than two (2) hours.	b. Rapidly reheat product to 165° F and implement cooling procedures.
3. Food found at or below 70° F (including below 45° F) in an amount or process which did not cool the food from 120° F to 70° F within two hours and from 70° F to 45° F within four additional hours.	3. Discard immediately

HOT HOLDING/DELIVERY

<u>Observation</u>	<u>Corrective Action</u>
1. Food found between 140° - 120°F.	1. Rapidly reheat to 165°F and hold above 140°F or serve immediately (within one hour).
2. Food found below 120°F:	2.
a. for less than two (2) hours.	a. Rapidly reheat to 165°F and hold above 140°F.
b. for more than two (2) hours.	b. Discard immediately.

COLD HOLDING/DISPLAY

<u>Observation</u>	<u>Corrective Action</u>
1. Food found between 45° - 70°F:	1.
a. for less than two (2) hours:	a. Serve immediately (within 30 minutes) or implement procedures for rapid cooling.
b. for more than two (2) hours.	b. Discard immediately
2. Food found above 70°F	2. Discard immediately