



This checklist will assist you in setting up and operating your stall and must be completed and made available to the event organiser and Environmental Health Officer(s) on request during the event.

N/A

Licence/approval

- Market:** Copy of current licence on display.
- Event:** Copy of approved registration available (where registered with NPDC, an other council or NZFSA).
- Display name of stall.

Vehicle

- Suitable vehicle for transport of food.
- Food container in good and clean condition.

Structure and facilities at stall

- Covered stall.
- Barrier between stall and public.
- Floor covering easy to clean.
- Cooking equipment located to protect food from contamination.
- Tables/benches in good condition, with easily cleanable surfaces.
- Sufficient supply of potable water.
- Power supply available.
- Gas supply available.

Temperature control

- Thermometer available and in use.
- Temperature records kept.
- Temperature control during transport.
- Mobile refrigerator/cold room available.
- Insulated container with ice/ice packs available.
- Means to keep food hot, (e.g. pie warmer).

Storage

- Food stored in clean and hygienic environment.
- Raw and cooked food stored separately.
- Food protected from sun, dust, insects and handling by customers.
- No food stored directly on the ground.
- Sneeze guard available.

Preparation (one-off events only)

- All food prepared inside stall.
- Raw and cooked food prepared separately.
- All food prepared on tables/benches.

Serving

- Money and food handled separately.
- Tongs, spoons, spatulas or gloves used to handle food.
- Gloves – changed regularly.

- Disposable eating and drinking utensils used.
- Sauces in squeeze-type dispensers or sealed packs.

Please turn over



Temporary food stalls can pose a higher risk to the consumer than food shops such as takeaways and restaurants due to their temporary nature and lack of permanent cleaning, hand washing, storage, refrigeration and heating facilities. Therefore, it is important to ensure you follow these guidelines closely when setting up and operating a temporary food stall. That way you can ensure you are providing your customers with safe food.

Basic standards, which should be achieved:

Controlling Food Hazards

Food hazards (anything that may cause harm to someone eating the food) may affect the safety of food.

- Chemical (e.g. cleaning materials).
- Physical (e.g. jewellery, hair, glass, metal).
- Bacterial (e.g. food-poisoning bacteria).

You need to be aware that food hazards may occur at any of the following stages:

Transportation/Storage

- All food must be wrapped, covered or placed in sealed washable containers.
- Vehicles and containers used to transport food must be kept clean and in good repair.
- Food must be separated from other items being carried in the vehicle.
- The stall/vehicle must be cleaned and, where necessary, disinfected prior to transporting foods.
- Temperature control – readily perishable food must be kept cool whilst being transported to the market. Ice, ice packs or refrigerated vehicles can be used to keep food below 4°C.

Preparation/Conduct

- Regular washing of hands with hot and cold water, soap and hand drying facilities should be encouraged with handling or preparation of unwrapped food.
- Additionally, anti-bacterial liquid soap is recommended.
- An adequate supply of potable water for the cleaning of hands, equipment and food preparation should be available. Where piped water is not available, you will need to bring clean disinfected containers for storing potable water.
- The food preparation area should be large enough for the type of food preparation being carried out.
- Sufficient working surfaces for the separate preparation of raw and cooked products should be available. This will reduce the risk of cross contamination.
- Surfaces and equipment which come into contact with food must be kept clean and disinfected. It is recommended that a suitable food grade disinfectant is available at the stall.
- Clean protective clothing, such as aprons or coats, must be worn. It is recommended that some form of head covering is worn and long hair tied back.
- Smoking at your stall is prohibited.
- Provide suitable bags or bins for the collection of food waste and other rubbish.
- Where food is cooked at the stall, the person handling food shall not handle money.

Display/Handling

- No food is to be placed on the ground but kept at least 450mm off the ground.
- Wrap or cover all food on display as much as possible.
- Unwrapped food must be placed out of reach of customers and protected from contamination (dust, flies and customers) by providing a cover/sneeze guard.
- All equipment that comes in contact with food must have a smooth, easily cleanable surface and kept clean.
- The stall name must be displayed in a manner visible to the public.

- You must have good management of the food on display.
 - The amount of food on display should be kept to a minimum.
 - Good stock rotation is essential. (First in, first out rule.)
 - Avoid topping up 'bulk' displays.
- Food that has been cooked must be kept at or above 60°C.
- Ideally, stalls selling readily perishable food must have a thermometer to ensure food is kept out of the danger zone.
- Perishable food stocks remaining at the end of the day must be discarded.

Samples for Taste Testing and Display

- Food samples are subject to the same general rules relating to storage temperatures and covered display.
- Provide single serves of food samples.
- Use disposable cups, spoons or toothpicks to minimise handling by the customer.
- Supervise to ensure that customers do not re-dip spoons or other items.
- Provide suitable labelled containers so that customers can dispose of single-use items.
- Stall operators must use tongs and gloves when handling samples.

Service

- Avoid handling unwrapped food when serving customers. Spoons, tongs or gloves must be used at all times when serving unwrapped foods.
- It is essential that equipment and hands are kept clean.

Fitness to Work

- Food handlers suffering from any infectious illness, vomiting or diarrhoea are not to prepare any food or work in any stall.
- Any person who has suffered vomiting or diarrhoea must be excluded until at least 48 hours after being symptom-free.
- Ensure staff are aware of their responsibility to report symptoms.
- If you have a skin, nose or throat condition or infected wound, you must not handle unwrapped food.
- Ensure that cuts and sores are covered with brightly coloured waterproof plaster strips and disposable gloves are worn over plasters.

Food Labelling

- The Food Act and the Australian New Zealand Food Standard Code outline standards for composition, labelling and packaging requirements for food.
- Some food may be exempt from these, e.g.:
 - Unpackaged food.
 - Whole or fresh cut fruit and vegetables.
 - Food sold at fundraising events.
 - Food packed in the presence of the purchaser.
 - Food made and packed on the premises from which it is sold.
- Label food trays, not the food.

Although these exemptions apply, businesses must be able to inform the public of the contents of food either verbally or in writing, if requested.

Any enquiries regarding this should be made to the Health Protection Officers at Taranaki Health, telephone 06-753 7798.

A copy of the Food Standards Code can be found on the following website: www.foodstandards.govt.nz.

Please note:

Food will be seized by Environmental Health Officers from any stall, premises preparing or selling food in contravention of the Food Hygiene Regulations and/or the Food Act, and have the right to immediately close down the stall, or premises where/if required.

N/A

Samples for taste testing on display

- Single serves of food samples.
- Disposable cups, spoons, toothpicks etc.
- Suitable labelled containers to dispose of single use items.

Personal hygiene

- Suitable clean protective clothing.
- Head covering.
- Long hair tied back.
- Good personal hygiene.
- No/minimal jewellery on hands/wrists.
- No smoking in food stall.
- No cuts, illness or sores on food handlers.
- Hand wash basin.
- Container - 20L for unused water labelled 'hand washing only'.
- Container – 20L to collect used water.
- Liquid soap for hand washing.
- Disposable paper towels for hand drying.
- Hand sanitiser.

General cleaning

- Stall cleaned prior to use.
- Clean, sanitised utensils and equipment.
- Hot water available, e.g. piped, urn, jug.
- Detergent available.
- Sanitiser available for food preparation surfaces.
- Sufficient number of clean cloths available.
- Sink to clean utensils.
- Container – 20L unused water labelled 'utensil washing only'.
- Container – 20L to collect used water.

Refuse and waste disposal

- Rubbish regularly removed from stall.
- Refuse bins with lids and liners.
- Refuse plastic bags.
- Used water disposed of appropriately.
- Used oil stored and disposed of correctly.
- Sieve in sink to collect food scraps.

General

- Effective pest control methods.
- Food handlers have adequate skills and knowledge for activities.
- Locality and suitability of site.
- Chemicals labelled and safely stored.

- First aid box with brightly coloured plaster strips and disposable gloves available.

Food Safety

- Check cooked meat/poultry to make sure juices run clear and no pink meat or blood present.
- Frozen foods should be thoroughly defrosted before cooking.
- Cool food as fast as possible in shallow containers before placing in refrigeration.
- Food should be reheated only once.