



TEMPORARY FOOD SERVICE APPLICATION

PLEASE TYPE OR PRINT CLEARLY, AND RETURN THIS COMPLETED APPLICATION TO THE HILLSIDE HEALTH DEPARTMENT:

1409 LIBERTY AVE. HILLSIDE, NJ 07205

Phone: 973-926-4535

****APPLICATION MUST BE RECEIVED 10 DAYS PRIOR TO EVENT****

Date of Event: _____ Time of Event: _____

Arrival Time For Food Service Set Up: _____

Name, Address, and Place of Event (School, Fair, Parks, etc): _____

Name of Business or Organization: _____

Address: _____

Contact Person and Phone Number: _____

Email: _____

Are you currently licensed for the proposed food operations? YES: _____ NO: _____

If yes, by what jurisdiction? _____

Certified Food Handler Information:

Name: _____ Expires: _____

TOGETHER WITH THIS APPLICATION, YOU MUST SUBMIT A COPY OF THE FOLLOWING:

- 1. CURRENT BUSINESS OR RETAIL FOOD ESTABLISHMENT LICENSE**
- 2. MOST CURRENT INSPECTION REPORT**
- 3. FOOD SAFETY CERTIFICATIONS**

(FAILURE TO PROVIDE THESE DOCUMENTS WILL RESULT IN DENIAL OF PARTICIPATION IN REQUESTED EVENT.)

****NOTE: HOME-PREPARED FOODS AND OR FOOD PREPARED IN AN UNLICENSED AND UNINSPECTED FACILITY MAY NOT BE PERMITTED, DEPENDING ON THE NATURE OF THE FOOD PREPARED (I.E. PERISHABLE AND POTENTIALLY HAZARDOUS). FOR BAKE SALES, A COTTAGE FOOD OPERATOR LICENSE IS REQUIRED, A PLACARD MUST BE POSTED AT THE SALES LOCATION INFORMING THAT THE FOOD HAS BEEN PREPARED IN A KITCHEN THAT IS NOT SUBJECT FOR INSPECTION BY THE HEALTH AUTHORITY. (N.J.A.C. 8:24-2.1C & 3.2-A-2)****

FOOD ITEMS TO BE PREPARED ON SITE: _____

ADDITIONAL FOOD ITEMS TO BE SERVED: _____

WHERE WILL FOOD BE PURCHASED: _____

HOW WILL BE FOOD TRANSPORTED: _____

HOW WILL YOU AVOID BARE-HAND CONTACT WITH READY-TO-EAT FOOD: _____

HOW WILL PERISHABLE FOOD BE KEPT BELOW 41 DEGREES: _____

HOW WILL HOT FOOD BE KEPT ABOVE 135 DEGREES: _____

HOW WILL SERVICE UTENSILS, EQUIPMENT, AND FOOD CONTACT SURFACES, BE CLEAN AND SANITIZED: _____

TYPE OF HAND WASHING FACILITY USED: _____

HOW WILL TRASH AND WASTEWATER BE KEPT: _____

LOCATION OF RESTROOM FACILITIES: _____

ENSURE CHECK OR MONEY ORDER PAYABLE TO: TOWNSHIP OF HILLSIDE

FOR OFFICIAL USE:

FEES: FOR PROFIT= \$30 PER DAY NON PROFIT= NO FEE

DATE RECEIVED: _____ PAYMENT: CHECK: _____ CASH: _____ APPROVED BY: _____



TOWNSHIP OF HILLSIDE HEALTH DEPARTMENT

Dahlia O. Vertreese
Mayor

Hope M. Smith, MPA
Business Administrator

TEMPORARY EVENT RETAIL FOOD GUIDELINES **FOOD LICENSE REQUIREMENTS**

If the event is to be held where food is to be served, and the general public can attend (whether a fee is charged or not), a Temporary Food License will be required to be submitted to the Hillside Board of Health. Applications will be available at our website www.hillsidenj.us under Health Department or can be picked up at the Hillside Health Department Office.

If your establishment is from out of town, you must submit proof of food license issued by your municipality, county, or State licensing agency.

Those establishments currently licensed and inspected by Hillside Health Department will not be required to submit license and inspection documentation or pay any additional fee. However, a ***Temporary Food Service Application will be required to be submitted for the event.***

All mobile units that are serving food must submit a copy of their current mobile food license issued by the Municipality, County, or State in which they are licensed, and a current “Satisfactory” placard must be displayed.

Important: Applications must be submitted **10 days prior to the event. Late applications may be rejected.**

Inspection requirements by Health Authority:

1. The person in Charge must demonstrate food safety principles pertaining to the operation.
2. Barehand contact with ready-to-eat food is not allowed.
The following are acceptable methods for handling ready-to-eat foods: **a) Single-use gloves, Deli Tissue, c) Spatulas, d) Tongs.**
3. The handwash station must be supplied with **running water, soap, and an acceptable hand-drying method**. Handwashing must be conducted in a timely manner; prior to work, after using the restroom, etc.
4. Perishable foods must be maintained at refrigeration temperature (**41 degrees Fahrenheit or below**).

5. Hot Potentially Hazardous Food (PHFs) must be held at **135 degrees Fahrenheit or above** the appropriate equipment.
6. A metal-stem thermometer must be available and used to check internal food. A thin-tipped probe thermometer is required for thin foods like hamburgers.
7. Internal temperature for raw meat must be cooked to safe cooking temperatures. **145F** to 15 seconds for beef, pork, and fish. **155F** for 15 seconds for ground meat, eggs, and seafood. **165F** for 15 seconds for poultry and reheating PHFs.
8. Use of a 3-compartment system manual washing, rinsing, and sanitizing of utensils must be in place.
9. **Food on display must be covered**, and the public is not allowed to help themselves to open containers. Condiments such as ketchup, mustard, sugar, coffee creamers, and so forth shall be served in individual packets or from squeeze containers.
10. All refrigerators must have indicating thermometers with the temperature maintained below 41 degrees Fahrenheit.
11. Food items are to be stored at least 6 inches above the ground.
12. All ready-to-eat foods must be protected from contamination.
13. Fruits and vegetables shall be washed prior to cutting.
14. Leftovers may not be used. No leftovers are to be served or sold.
15. Cans of soda stored in ice must have 50 ppm of bleach.
16. All ice must be from an approved source.
17. A refuse container with a tight-fitting lid should be available for garbage.
18. Towels used for wiping down counters or tabletops shall be kept clean and stored in a container with approved sanitizer solution (ie, 50 ppm of Chlorine solution)
19. A person engaged in the preparation of food shall use effective hair restraints. (ie, hats, hairnets, etc.)
20. Roofing/canopy is required over all food preparation areas, excluding grills, fryers, and pre-packaged items.
21. All preparation and cooking of food must be done towards the back of the booth away from the customers.
22. Smoking, eating, and drinking in the booth while working is not permitted.
23. All non-working unauthorized persons are to be kept out of the booth.
24. If you are utilizing a commercial kitchen, ensure to provide an inspection report from the Department of Health, as well as a business license. **Residential kitchens are not permitted.**
25. The grounds must be left clean when finished.
26. Each operator must be at the booth for an initial inspection.
27. A list of all food suppliers and food handlers must be submitted and approved prior to opening.
28. No pets are permitted on the grounds.