

# Temporary Food Service

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## Do I need a license?

All temporary food service operations in Overland Park which do not serve prepackaged foods (such as chips and candy bars) from an approved source need a temporary food service license. Establishments with a current year-round license may hold outdoor event on their premises without obtaining a temporary food service license, but they need to obtain, complete and submit a form to notify this office of the event.

## How do I obtain a License?

A temporary food service license is valid for the duration of the event. To obtain a temporary food license you must contact Community Planning & Services at 913-895-6270, complete an application form and pay for your license at least **two weeks prior** to your event. **A temporary license may not be issued if your application and fee are not received two weeks prior to the event.** Operation of a temporary food establishment without a license may result in issuance of a notice to appear in Overland Park Municipal Court. **Individuals or groups operating temporary establishments may not operate more than seven days or at more than four events in Overland Park each calendar year.**

## What may I serve?

In order to minimize risk, most temporary food service operations are restricted to items requiring minimal on-site preparation such as hamburgers and hot dogs. If you wish to serve items requiring more on-site

preparation you will need to call 913-895-6270 and discuss your proposed menu with an environmental health specialist. Menus offered by operators with a regular year-round food service license may be more extensive, if the items can be prepared and served safely.

## What are the operating requirements?

### 1. Keep hot foods hot & cold foods cold!

- Hot foods: 140° F or above (e.g.: cooked hamburgers & hot dogs)
- Cold foods: 41° F or below (e.g.: cheese & milk, cut melons, tomatoes and other potentially hazardous foods)

### 2. Protect the food

- Keep food covered as much as possible-Keep grill cover closed, store food in covered containers.
- Use utensils for serving-have extras available.
- Bare hand contact with ready-to-eat food is prohibited.

### 3. Keep ice protected

- Ice must be from an approved source (commercially made).
- Use a scoop with a handle to serve-do not use a cup or hands.
- Ice used for cooling may not be served in drinks.
- Use a washable container-no Styrofoam coolers!

### 4. Protect plastic ware and plates

- Keep plates, napkins, etc. at least 6 inches off the floor or ground.
- Keep covered to prevent contamination.
- Don't touch the food contact surfaces.

## What about cleaning?

Use clean cloths or sponges to clean food contact surfaces, and keep them in a bucket of sanitizer

solution when not in use. Sanitizers approved for food service use include:

- Chlorine (Bleach): 50-100 PPM
- Iodine: 12.5-25 PPM
- Quaternary ammonia: 200 PPM

Make sure you have test strips available for whichever sanitizer you choose in order to monitor concentrations.

## What about washing utensils?

It will be necessary for you to either wash your utensils on-site or have an adequate number of extras to ensure that clean utensils are available at all times. If you choose to wash utensils on site you must:

### 1. Set up 3 separate containers.

- Wash-detergent & water
- Rinse-clear water
- Sanitize-sanitizer (see above) & water

### 2. Keep washing station set up while you are in operation.

## Any requirements for my workers?

### 1. Keep hair restrained with a cap, hairnet or hairspray.

### 2. Wear clean clothes at all times.

### 3. Wash hands:

- Frequently
- Before starting work
- After using restroom
- After smoking
- After eating
- After drinking
- After breaks

If a sink with running water is not available, you may use a water container which has a free flowing water spigot, hand soap, hand sanitizer, and paper towels.

#### 4. Worker may not work if they have:

- Boils
- Infected wounds
- Acute respiratory infections

#### 5. Worker may not:

- Eat
- Drink
- Smoke

In any food preparation, service, or dishwashing area.

#### Do I need an enclosed tent or trailer?

You will need to provide an enclosure that:

- Protects the operation from the weather
- Has a floor of tight fitting wood, plastic sheeting, concrete, asphalt, metal, or other cleanable material
- Prevents the entrance of insects (screening no larger than 16 mesh to the inch)
- Has counter service openings no larger than necessary and provided with tight-fitting doors or fans to restrict the entrance of flying insects. Keep opening closed except when in actual use.

**Or**

- You need to cover or protect all food items from air-borne contaminants at all times or provide a fan that blows across all dispensing and serving areas.

#### Anything else?

- Young children or animals are NOT allowed in food preparation or service areas.

- Make sure you have adequate water available for handwashing, cleaning and dishwashing.
- All food or food implements/containers must be stored at least 6 inches above the floor. All food containers and cups must be stored inverted. All unwrapped utensils must be stored handle-up to prevent direct hand contact with food contact surfaces.
- Food and ice must come from an approved source (commercially produced-not home made)

#### Permits and inspections

Besides the temporary foodservice license, other permits such as a special event or building permit may be required. Check with the event coordinator or the Planning and Development Services Department (913-895-6190) to see if any other permits are needed.

April 2009  
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# Temporary Food Service in Overland Park

Community Services

