



# Needham Public Health Division

178 Rosemary Street, Needham, MA 02494  
www.needhamma.gov/health

781-455-7940  
781-455-7922 (fax)



## TEMPORARY FOOD EVENTS FACT SHEET

### What You Need to Know for a Safe and Successful Event

#### **TEMPERATURES**

- Keep your hot foods hot at 140°F or higher
- Keep your cold food cold at 40°F or below
- Micro-organisms grow best on food between 40°F to 140°F, the temperature danger zone.
- Calibrated thermometers **MUST** be brought to or be available at the event location.

#### **TRANSPORTING AND HOT HOLDING**

- There is **NO re-heating** of food at the event (unless your event location has a full service kitchen).
- Cook or rapidly re-heat to 165°F or higher at **YOUR BUSINESS LOCATION** then transport the **HOT** food (no less than 140°F) to the **EVENT**.
- **NO STERNO HOT HOLDING UNITS ARE ALLOWED. (ONLY ELECTRIC.)**
- **NOTE:** If food is **NOT** being delivered in a refrigerated truck/hot-holding truck, the individual(s) responsible for transporting the food **MUST** pick up the food **1 HOUR OR LESS** before serving - - **NO EXCEPTIONS WILL BE ALLOWED!** The food must be picked up and taken directly to the event.
- Maintain the temperature at a minimum of 140°F during transportation.
- Hot hold to a temperature no less than 140°F while serving at the location. (*Temperatures must be taken just before serving to ensure that the required temperatures are met. If required temperatures are not met, the foods must be re-heated and then rechecked before serving.*)
- Keep your foods covered to maintain the heat and check the temperature with a thermometer. (Thermometers **MUST** be available at the event location.)

#### **COLD HOLDING**

- Hold your foods that require refrigeration (meats, pastries - cheese cakes, cream puffs, quiches) on ice - bury wrapped food items in ice. Transport in coolers.

#### **EQUIPMENT CHECKLIST** (YOU **MUST** have these items available at the event)

- Gloves (NOW **strongly enforced** if handling ready to eat foods.) All food prep workers that work directly with the food **MUST** wear gloves and change them often. **NO BARE HAND CONTACT WITH THE FOOD IS ALLOWED!**
- Hats/hair restraints **MUST** be worn by all food handlers on site at all times.
- Food Utensils Dispensers **MUST** be used - tongs, forks, spatulas, service papers (wraps), napkins, etc. (**NOTE:** Enough utensils must be available **FOR EACH** food item on site.)
- Calibrated Stem Type Thermometers
- Sneeze Guards or covered or individually wrapped items
- Sanitizer sprays and Disposable Towels – to wipe down food contact surfaces.

**REMEMBER – NO EATING IS ALLOWED WHILE HANDLING FOOD!**