

## Special Event Food Stand Checklist

Special event food stands (SEFS) must meet requirements of the Minnesota food code, and are inspected at events. To prepare for your inspection, use this checklist as a self-inspection.

- Obtain a license from the appropriate licensing agency prior to operating a SEFS. To find out which agency will issue a license, see the [Licensing](#) website.
- Designate a [Person in Charge](#) (PIC) who is responsible for foodborne disease prevention and overseeing safe food handling.
- Exclude employees who have been ill with vomiting and/or diarrhea for at least 24 hours after their symptoms end. [Illness Reporting for Food Establishments](#) summarizes the requirements.
- Obtain all food, beverages, water and ice from [Approved Sources for Food Products](#). Prepare food in the SEFS or at a licensed food establishment. Food cannot be prepared or stored in a home.
- Set up your handwashing station before beginning food preparation. [Handwashing for Employees](#) in a SEFS requires running water supplied either by gravity or under pressure through a faucet. Provide soap, individual disposable towels and a trash container.
- Employees shall wash their hands and exposed portions of their arms before working with food, clean equipment and utensils; after smoking, eating or drinking, or using toilet facilities; or any time hands become contaminated. Gloves, wet-wipes or hand antiseptics are not substitutes for handwashing. Wash at the handwashing station by lathering with soap for at least 20 seconds and rinsing with clean water.
- Prevent bare hand contact with ready-to-eat food by wearing disposable gloves or using utensils, deli tissue, spatulas, tongs or other dispensing equipment. [Preventing Contamination from Hands](#) summarizes the requirements and restrictions.
- Separate raw animal foods during storage, preparation, holding, and display from ready-to-eat food to prevent cross-contamination.
- Maintain cold time/temperature control for safety food (TCS) at 41°F or below.
- Provide mechanical refrigeration for cold TCS food held for four hours or longer. For less than four hours, dry ice or frozen freezer packs may be used as long as TCS food is maintained at 41°F or below.

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- Cook TCS food to safe internal [Temperature and Time Requirements for Food](#).
- Maintain hot TCS food at 135°F or above.
- Verify cold holding, cooking and hot holding temperatures with an accurate thermometer.
- Provide three containers for [Cleaning and Sanitizing](#). Your containers must be big enough to wash, rinse and sanitize your largest piece of multiuse equipment.
- Mix sanitizer according to manufacturer's specifications. Verify correct concentration with a test kit.
- Store damp or soiled wiping cloths in an approved sanitizer at the required strength.
- Locate the SEFS away from possible environmental sources of contamination.
- Provide wall and ceiling surfaces to protect the SEFS from the weather and windblown dust and debris. Discontinue operation if protection fails.
- Set up the SEFS on a permanent or temporary surface that will effectively control dust and mud.
- Discard solid waste and wastewater properly. Provide an adequate number of receptacles for solid waste. Discarding wastewater onto the ground or into the storm sewer is not allowed.

## Resources

[Minnesota Department of Health Food Business Safety  
\(www.health.state.mn.us/foodbizsafety\)](http://www.health.state.mn.us/foodbizsafety)

[Licensing \(www.health.state.mn.us/communities/environment/food/license/index.html\)](http://www.health.state.mn.us/communities/environment/food/license/index.html)

[Person in Charge \(www.health.state.mn.us/communities/environment/food/docs/fs/picfs.pdf\)](http://www.health.state.mn.us/communities/environment/food/docs/fs/picfs.pdf)

[Illness Reporting for Food \(www.health.state.mn.us/people/foodsafety/dwi/empillfs.pdf\)](http://www.health.state.mn.us/people/foodsafety/dwi/empillfs.pdf)

[Approved Sources for Food Products \(www.health.state.mn.us/communities/environment/food/docs/fs/apprvdsrcefs.pdf\)](http://www.health.state.mn.us/communities/environment/food/docs/fs/apprvdsrcefs.pdf)

[Handwashing for Employees \(www.health.state.mn.us/communities/environment/food/docs/fs/handwashfs.pdf\)](http://www.health.state.mn.us/communities/environment/food/docs/fs/handwashfs.pdf)

[Preventing Contamination from Hands  
\(www.health.state.mn.us/communities/environment/food/docs/fs/nohandcontfs.pdf\)](http://www.health.state.mn.us/communities/environment/food/docs/fs/nohandcontfs.pdf)

[Temperature and Time Requirements for Food  
\(www.health.state.mn.us/communities/environment/food/docs/fs/timetempfs.pdf\)](http://www.health.state.mn.us/communities/environment/food/docs/fs/timetempfs.pdf)

[Cleaning and Sanitizing \(www.health.state.mn.us/communities/environment/food/docs/fs/cleansanfs.pdf\)](http://www.health.state.mn.us/communities/environment/food/docs/fs/cleansanfs.pdf)

## SPECIAL EVENT FOOD STAND

Minnesota Department of Health  
Food, Pools, and Lodging Services  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4500  
[health.foodlodging@state.mn.us](mailto:health.foodlodging@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

Minnesota Department of Agriculture  
Food and Feed Safety Division  
625 Robert Street N  
St. Paul, MN 55155-2538  
651-201-6027  
[MDA.FFSD.Info@state.mn.us](mailto:MDA.FFSD.Info@state.mn.us)  
[www.mda.state.mn.us](http://www.mda.state.mn.us)

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