



Jefferson County Health Department will promote positive health outcomes through the delivery of foundational public health services.

PERMANENT AND SEASONAL FOOD ESTABLISHMENT REQUIREMENTS

INTRODUCTION

(1) **"Food establishment"** means an operation that:

(a) stores, prepares, packages, serves, vends food directly to the consumer, or otherwise provides FOOD for human consumption such as a restaurant; satellite or catered feeding location; catering operation if the operation provides FOOD directly to a CONSUMER or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or FOOD bank; and

(b) relinquishes possession of FOOD to a CONSUMER directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

(2) **"Food establishment"** includes:

(a) An element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the REGULATORY AUTHORITY; and

(b) An operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the PREMISES; and regardless of whether there is a charge for the FOOD.

(3) **"Food establishment" does not include:**

(a) A produce stand that only offers whole, uncut fresh fruits and vegetables;

(b) A FOOD PROCESSING PLANT; including those that are located on the PREMISES of a FOOD ESTABLISHMENT

(c) A kitchen in a private home if only FOOD that is not TIME/TEMPERATURE CONTROL FOR SAFETY FOOD, is prepared for sale or service at a function such as a religious or charitable organization's bake sale if allowed by LAW and if the CONSUMER is informed by a clearly visible placard at the sales or service location that the FOOD is prepared in a kitchen that is not subject to regulation and inspection by the REGULATORY AUTHORITY;

"Food" means a raw, cooked, or processed edible substance, ice, BEVERAGE, or ingredient used or intended for use or for sale in whole or in part for human consumption.

A **Permanent Food Establishment (PFE)** is a food establishment that operates in a permanently constructed facility, including any room, building, place, or portion thereof, maintained, used or operated for the purpose of storing, preparing, serving, manufacturing, packaging, or otherwise handling food at the retail level.

A **Seasonal Food Establishment** is a Permanent Food Establishment operated by a non-profit organization, governmental agency, or other nontax paying entity that stores prepares, packages, serves, vends or provides food for human consumption from a permanent building meeting the minimum requirements of a FOOD ESTABLISHMENT. This facility operates for a limited period of time not to exceed six (6) months during a designated athletic season and is comprised mainly of volunteer food handlers, but has a designated PERSON IN CHARGE and meets all other requirements of the Jefferson County Health Department.



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PERMIT REQUIREMENTS

All **Permanent Food Establishments** must obtain a Food and Beverage Permit from the Jefferson County Health Department (JCHD) prior to operating the food establishment.

To obtain a Food and Beverage Permit, the owner/operator of the Permanent Food Establishment must complete the following:

- Go to www.jeffcohealth.org/environmental and scroll down to the **Plan Reviews** section, as seen in the image below, to submit a complete plan review application, including uploading floor plan(s) and equipment specification sheets to the JCHD.
- Apply for a Food and Beverage Permit while on the website as well.
- Pay the plan review fee once you receive an email from the website indicating that the facility's status has changed to "*Pending Payment*".
- Receive a plan review approval letter/email after submitting all required information on the plan review application.
- Complete all construction as per the plan review application/floor plan(s) submitted, *if applicable*.
- Schedule and receive an approved pre-opening inspection report from JCHD.
(*See an example of a pre-opening inspection report at the end of this document)*
- Pay any remaining plan review and permit fees.
- Be in compliance with all local, state and federal requirements.
- Obtain a current Food and Beverage Permit prior to serving food to the public.
- The Food and Beverage Permit must be posted in a location in the food establishment that is conspicuous to consumers.
- Food and Beverage Permits are issued for a period of up to one year and expire on December 31st of the year issued.

Food Program Permits	+
Food Safety Education	+
Farmer's Markets	+
Cottage Foods	+
Plan Reviews	+
Water Samples	+

(Image from www.jeffcohealth.org/environmental)



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EDUCATION REQUIREMENTS

- Any EMPLOYEE that has supervisory and management responsibility and the authority to direct and control FOOD preparation and service shall be a certified FOOD protection manager who has shown proficiency of required information through passing a test that is part of an ACCREDITED PROGRAM.
- All Permanent Food Establishments shall have a person in charge that is present at all times the facility is preparing or serving food. The person in charge must maintain proof of current certification in a manager's food handling course approved by JCHD, except for certain types of FOOD ESTABLISHMENTS deemed by the REGULATORY AUTHORITY to pose minimal risk of causing, or contributing to, foodborne illness based on the nature of the operation and extent of FOOD preparation, such as FOOD ESTABLISHMENTS only offering prepackaged FOODS.
- All food handlers in a PFE not holding a current manager's food training certification must maintain proof of a current approved basic food handling certification.
- Food safety training certificates for all employees must be maintained in the MFE during times of operation.
- Go to www.jeffcohealth.org/environmental and scroll down to the **Food Safety Education** section for a list of approved food safety classes.

EMPLOYEE FOODBORNE ILLNESS POLICY

- All food establishments are required to have an approved employee foodborne illness policy.
- Employees must report the following symptoms to the person in charge: vomiting, diarrhea, jaundice, sore throat with fever, has a lesion containing pus such as a boil or infected wound that is open or draining and is on the hand or wrist.
- Employees must report to the person in charge if they are diagnosed with one of the following reportable illnesses: **Norovirus, Hepatitis A virus, Shigella spp., shiga toxin-producing E. coli, Salmonella Typhi or non-typhoidal Salmonella.**
- Go to www.jeffcohealth.org/environmental and scroll down to the **Additional Resources** section and click on the **Foodborne Illness Policy** icon to download an approved illness policy if the facility doesn't currently have an approved policy.



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PHYSICAL FACILITY REQUIREMENTS

1. Hot & Cold running water under pressure and water heater properly sized as determined by water heater calculation.
2. Hand sinks, mop sinks & 3 compartment sinks having mixing faucets.
3. Hand sinks conveniently located in food prep area, ware washing area & food dispensing areas.
4. Hand sinks have hand soap.
5. Hand sinks have disposable towels/sanitary hand drying device & hand washing signage.
6. Employee restrooms are conveniently located.
7. Women's Restrooms have covered waste container.
8. Restrooms have properly equipped hand sink.
9. Restrooms have a self-closing door.
10. A properly equipped mop sink or curbed floor drain is provided.
11. Walls, floors, ceilings, in food prep area - durable construction, easily cleanable, non-absorbent.
12. Floor - wall junctures coved or provided with coved base boards.
13. Lights shielded or shatter resistant.
14. Installation of HVAC devices does not contaminate food prep or storage areas.
15. All outer openings are protected from the entrance of Insects & rodents & provided with self-closing, tight fitting doors.
16. All outdoor areas are properly constructed to prevent dust, mud, water accumulation & sloped to drain, easily cleanable dumpster pad.
17. No carpeting in food prep/storage areas.
18. Carpeting in other areas tightly woven, easily cleanable.
19. Joists, studs or rafters are not exposed & are properly installed.
20. Utility pipes, service lines or horizontal pipes are not exposed; service lines not on floor/properly installed.
21. Facility has adequate ventilation.
22. Facility has adequate maintenance and equipment storage area.
23. Facility has area for employees to eat, drink, or smoke outside of food prep area.
24. Facility has storage area for employee personal belongings.
25. Facility has storage area for toxic chemicals.
26. Facility is clean and free of debris, unnecessary litter and old equipment.
27. Facility has adequate storage area, free of insects, rodents/not subject to extreme temperature.
28. Plumbing meets city or county codes; no lead solder or flux/no leaking pipes or fixtures.
29. Cross connections are prevented/air gaps in place/backflow prevention in place, chemical dispensers with dedicated permanent piping.
30. Dish sink, dish machine, food prep sink, ice machines, ice bins, have indirect drainage.



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EQUIPMENT REQUIREMENTS

1. Approved drinking water system-an inspected and tested private well or public water source.
2. Approved sewage system.
3. Adequate three compartment sink(required).
4. Adequate dish machine (if present).
5. Sinks have adequate drain boards/shelving for draining/drying dishes.
6. Adequate commercial grade refrigeration (NSF certified or equivalent).
7. Adequate reheating capacity.
8. Adequate hot and cold holding.
9. Adequate freezer capacity.
10. Adequate number of food thermometers or thermocouples.
11. Permanent thermometers within refrigerators.
12. Food contact surfaces durable, easily cleanable, not easily pitted.
13. Equipment surfaces durable, easily cleanable, not easily pitted.
14. Sanitizer In place.
15. Test strips available for all types of sanitizers in use.
16. Ice scoop present/properly stored.
17. Fixed equipment properly sealed.
18. Equipment in good repair.
19. No equipment or storage under sewage lines



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APPROVED FOOD PRODUCTS

- All food and beverages must be from an approved source, be safe, unadulterated and honestly presented. All food and beverage products cooked, stored or packaged in an unapproved facility are prohibited. Home cooked or prepared foods are not allowed to be served.
- A private home may not be used for the storage of food or related items. Food and related items can only be stored at an approved permanent food establishment.
- All packaged foods shall be labeled in accordance with FDA guidelines (product name, processor name, address/phone of processor, weight and ingredients must be in English). Records of food purchases, invoices or receipts must be kept with the operation and be available for review during the routine inspection for at least 90 days following the date of purchase.
- All meat and poultry must come from USDA or other accepted government regulated approved sources.
- **Fluid and dry milk and milk products shall:**
 - (1) Be obtained pasteurized; and
 - (2) Comply with GRADE A STANDARDS as specified in LAW.
- (C) Frozen milk products, such as ice cream, shall be obtained pasteurized as specified in 21 CFR 135 - Frozen desserts.
- (D) Cheese shall be obtained pasteurized unless alternative procedures to pasteurization are specified in the CFR, such as 21 CFR 133 - Cheeses and related cheese products, for curing certain cheese varieties.
- Fluid milk and milk products shall be obtained from sources that comply with GRADE A STANDARDS as specified in LAW.
- **Fish that is received for sale or service shall be:**
 - (1) Commercially and legally caught or harvested; or
 - (2) APPROVED for sale or service.
- EGGS shall be received clean and sound and may not exceed the restricted EGG tolerances for U.S. Consumer Grade B as specified in United States Standards, Grades, and Weight Classes for Shell Eggs, AMS 56.200 et seq., administered by the Agricultural Marketing Service of USDA.
- FOOD packages shall be in good condition and protect the integrity of the contents so that the FOOD is not exposed to ADULTERATION or potential contaminants.
- Ice that is used in any form must be from an approved source. Bagged ice is to be handled as not to contaminate the ice. An approved ice scoop with handle must be available to scoop ice.
- No bare hand contact with ready to eat foods as specified in 3-301.11 in the JCFC.



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FOOD TEMPERATURE CONTROL

- Temperature control for safety (TCS) foods (meats, dish, poultry, eggs, milk, pasta, cooked produce, dairy products, etc.) must be stored and displayed at proper temperatures during transportation, storage, service, etc.
- Temperature measuring devices, appropriate to the operation, must be used for monitoring temperatures for the types of TCS foods prepared and held at the PFE as specified in the current Jefferson County Food Code (JCFC).
- A thermocouple, thermistor or metal stem thermometer shall be provided to check the internal temperatures of TCS hot and cold food items. The temperature measuring device must be appropriate for the types of foods served such as for thin foods.
- Food temperature measuring devices shall be accurate to +/- 2°F and have a suggested range of 0°F to 220°F.
- Regular calibration of the temperature measuring devices shall be accomplished to ensure accurate food temperature measurements.
- Provide thermometers at the front of all coolers and hot holding units.

HOLDING TEMPERATURES

- Hot TCS food must be held at 135°F or above.
- Cold TCS food must be held at 41°F or below.

REHEATING FOR HOT HOLDING

- Reheating shall be done in compliance with Section 3-403.11 of the JCFC.
- TCS food that is cooked, cooled and reheated for hot holding shall be rapidly reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds within 2 hours.
- Un-opened, intact, commercially processed and packaged foods to be hot held shall be reheated to 135°F.
- If proper reheating at the MFE cannot be accomplished, reheating TCS food must take place at the commissary and the products hot held on the MFE unit at 135°F or greater.

COOKING TEMPERATURES

- Food must be cooked to at least the minimum temperatures and times specified below, unless a consumer advisory is provided as noted, see below*.
- 165°F for 15 seconds-Poultry, baluts, approved game animals, stuffing containing fish, meat, poultry or ratites as specified in 3-401.11 (A) (3) of the Jefferson County Food Code(JCFC).
- 155°F for 15 seconds- Comminuted fish, comminuted meat(hamburgers), pooled raw eggs or as specified in Section 3-401.11 (A)(2) of the JCFC.
- 145°F for 15 seconds- Fish, meat, pork and raw shell eggs that are broken and prepared in response to a consumer's order for immediate service or as specified in Section 3-401.11 (A)(1)(a) and (b) of the JCFC.
- Roasts (whole beef, corned beef, lamb, pork and cured pork roast, such as ham, must be cooked using the parameters specified in Section 3-401.11, such as 145°F for 4 minutes. Recommend contacting the regulatory authority for additional time/temperature options.



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COOKING TEMPERATURES (continued)

- *Reference the **JCFC** Section 3-603.11 regarding specific consumer advisory language as applicable.
- **Before service or sale in READY-TO-EAT form, raw, raw-marinated, partially cooked, or marinated-partially cooked FISH shall be:**
 - (1) Frozen and stored at a temperature of -20°C (-4°F) or below for a minimum of 168 hours (7 days) in a freezer;
 - (2) Frozen at -35°C (-31°F) or below until solid and stored at -35°C (-31°F) or below for a minimum of 15 hours; or
 - (3) Frozen at -35°C (-31°F) or below until solid and stored at -20°C (-4°F) or below for a minimum of 24 hours.

COOLING

- **Cooked time/temperature control for safety (TCS) food shall be cooled:**

- (1) Within 2 hours from 57°C (135°F) to 21°C (70°F); and
 - (2) Within a total of 6 hours from 57°C (135°F) to 5°C (41°F)
- or less. P

- **Time/temperature control for safety food shall be cooled:**

Within 4 hours to 5°C (41°F) or less if prepared from ingredients at ambient temperature, such as reconstituted FOODS and canned tuna.

- **Cooling shall be accomplished in accordance with the time and temperature criteria specified above by using one or more of the following methods based on the type of FOOD being cooled:**

- (1) Placing the FOOD in shallow pans;
 - (2) Separating the FOOD into smaller or thinner portions;
 - (3) Using rapid cooling EQUIPMENT, such as a blast chiller;
 - (4) Stirring the FOOD in a container placed in an ice water bath;
 - (5) Using containers that facilitate heat transfer;
 - (6) Adding ice as an ingredient; or
 - (7) Other effective methods.
- (B) When placed in cooling or cold holding EQUIPMENT, FOOD containers in which FOOD is being cooled shall be:
- (1) Arranged in the EQUIPMENT to provide maximum heat transfer through the container walls; and
 - (2) Loosely covered, or uncovered if protected from overhead contamination as specified under Subparagraph 3-305.11(A)(2), during the cooling period to facilitate heat transfer from the surface of the FOOD.



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