

ATTACHMENT B.

MOBILE FOOD SERVICE PLANNING GUIDE

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Division of Environment
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Note: *All mobile food operations must comply with (ORC) Chapter 3717 Ohio Uniform Food Safety Code and the Codified Ordinances of Cleveland regulating peddlers.*

Mobile food service operation means a food service operation that is operated from a movable vehicle, portable structure, or watercraft and that routinely changes location, except that if the operation remains at any one location for more than forty consecutive days, the operations is no longer a mobile food service operation.

Mobile retail food establishment means a retail food establishment that is operated from a movable vehicle or other portable structure, and that routinely changes location, except that if the establishment operates from any one location for more than forty consecutive days, the establishment is no longer a mobile retail food establishment.

BASIC REQUIREMENTS:

- ✓ A mobile food operation must be licensed by the health district in which the home base or business headquarters is located.
- ✓ The mobile food service/retail food establishment license is valid throughout the state of Ohio, as long as the unit is operating as approved and stated on the back of the license issued.
- ✓ A mobile food operator must submit proposed plans to the local health department detailing the specifications (material, manufacturer's name and model numbers) of all equipment and include a drawing or layout, which must be legible and reasonably drawn to scale. Photographs may be submitted as well. The local health department may place restrictions or conditions on the mobile food operation limiting the types of food that may be prepared or served by the operator based on the equipment or plans submitted.
- ✓ Mobile food operators cannot use their home to store and prepare food that will be sold from the unit.
- ✓ Mobile pushcarts that are picked up at the end of the day must return to a licensed commissary location.
- ✓ All food must be obtained from approved sources.
- ✓ Food must be covered to protect from contamination by dust, dirt, insects/vermin, rain, etc.

- ✓ Food must not be stored directly on the ground.
- ✓ No tobacco use of any type is permitted while handling food.
- ✓ All food handlers must be neat and clean at all times. Hair must be properly restrained and there is to be no bare hand contact with ready to eat foods. Use of disposable gloves, deli tissue, tongs and/or other dispensing utensils is required. Food handlers must wash hands frequently, especially between job change (i.e. between handling food and money).
- ✓ All perishable food must be stored at proper temperatures, cold food must be maintain at temperatures of 41°F or below and hot food must be maintained at temperatures of 135°F or above.
- ✓ Straws must be individually wrapped or dispensed from an approved dispenser.
- ✓ All food contact surfaces and equipment must be cleaned and sanitized frequently throughout the day.
- ✓ A covered waste receptacle must be conveniently located and of sufficient capacity.

TYPES OF MOBILE FOOD OPERATIONS:

- I. Concession Trailers/Trucks** are completely equipped, self-contained units. There is mechanical refrigeration, a complete plumbing system including a hot water tank, cooking equipment, and plenty of storage space.
- II. Pushcarts** come in two varieties, those in which the operator stands on the ground or those in which the operator stands inside the cart. Typically, there is no electric or mechanical refrigeration associated with a pushcart. There is separate cold storage, hot storage, and a hand wash sink. These type concessions have more limitations and restrictions due to limited space and equipment.
- III. Knockdown Concessions** are built and essentially knocked down or taken apart for each event. Knockdown concessions must be fully equipped with commercial refrigeration and/or freezers, three-compartment sink, hand wash sink, adequate storage and food prep area, cooking equipment, and some type of roof for rainy days.
- IV. Frozen Food Truck/Cart** is a motorized or non-motorized concession on wheels that normally contains a commercial freezer. All products are maintained frozen and prepackaged.
- V. Catering Type Trucks** carry prepackaged and non-prepackaged hot and cold type foods. These type trucks that carry only prepackaged hot or cold foods are not required to have a hand wash sink. Packaged food must come from a licensed wholesale type facility that is inspected by the Ohio Department of Agriculture. Catering trucks that have a commercial grill or soup warmer must meet the same requirements as a concession trailer/truck mobile.
- VI. Soft Serve Ice Cream Truck** traditionally has a soft serve ice cream machine on board and must be self-contained and fully equipped with all necessary commercial equipment.

VII. Mobile Cooker/BBQ Pit is virtually an oven on wheels. The cooking unit is mounted to the frame of the concession. Most mobile cooker/bbq pit type concessions require an auxillary unit due to infrastructure needs. This auxillary unit must be fully equipped as a knockdown concession or a concession trailer/truck.

PLAN SUBMISSION:

In order to submit plans the following must be completed:

1. Submit the MOBILE FOOD SERVICE OPERATION PLANNING APPLICATION.
2. Submit a plan of the mobile food service operation. The plan must show the location of all equipment, counters, lighting, windows, and entrances. The plan must also show the location of the hot water tank, fresh water and gray (waste) water tanks.
3. If your mobile has a stock trailer, it must be included in the mobile plan.
4. The drawing must include the exact layout of all equipment (example: show sinks, coolers, tables, storage areas, etc.). All equipment must be commercial grade.
5. The plans must be drawn to scale (For example, ¼ inch = 1 foot).
6. Submit a complete menu.
7. Only complete plans will be accepted for plan review. All mobiles must go through the plan review process and have a pre-licensing inspection before they can be licensed.
8. If you make any changes to the mobile, including menu changes, you are required to contact your inspector for approval.
9. Upon pre-licensing inspection, if your equipment or layout differs from the set of plans that have been approved, it may cause delay in licensing the mobile food service operation.
10. Once the plans for the mobile food service operation have been received and reviewed, you will receive a plan approval or disapproval letter in the mail. If the plans have been disapproved, you will have the ability to make the required changes to the mobile food service operation and resubmit.