

The Shenandoah Area Council, Risk Management & Health and Safety group recognize that many Units are asked to help fundraise by preparing food at a concession stand for another organization or fundraise by preparing food at your own concession stand. For safety and liability purposes, a successful food concession stand can have many of its general risks mitigated by good business practices, procedures and regulatory compliance.

To meet this purpose, all Money Earning Applications that involve any prepared food concessions must not only meet the BSA requirements and be submitted at least 14 days prior to the activity, but also meet all regulatory applications, requirements and permits of the state and local jurisdiction where the event is being held. These regulatory requirements are established within state codes and/or local ordinances and depending on your type of concession, you may be required to contact the following organizations:

- Virginia or West Virginia Regional Health Department, i.e. temporary food establishment permit, safe food handling guidelines and inspection;
- Local Jurisdiction Zoning Department, i.e. tent, shelter permits;
- Local Jurisdiction Fire Marshall, i.e. fire extinguishers, hood ranges, and LP gas inspections; and
- Local Jurisdiction Building Official, i.e. electrical outlet and grounding inspections, gas lines inspections.

Operationally, it is the responsibility of the Unit to receive and file the proper applications and permits. Prior to Council approval, the Money Earning Application must be accompanied with the temporary food establishment, or food permit application. Furthermore, the Lord Fairfax Health District provided the following standard operating procedures for a concession stand, including but not limited to:

- Facilities for hand washing must be provided prior to food handling.
- The food facility must be provided with an approved water supply and ice supply.
- All gray water and sewage, including liquid waste from sinks, hand washing, ice storage, equipment drains, or other sources, are to be disposed of in an approved manner.
- Facility must have a metal stem food thermometer (0-220°F) on site for testing food.
- Food handlers are to follow approved procedures when preparing and serving food:
 - Wash hands frequently, especially after using the restroom, smoking, performing any cleaning activity, before donning single-use gloves, or when switching between working with raw foods and ready-to-eat foods.
 - Do not touch Ready-to-Eat foods with bare hands, except when washing fruits and vegetables.
 - Wear clean outer clothing and hair restraints. No hand or arm jewelry without protective gloves.
 - No eating, drinking, or smoking in food preparation or service areas.
- Store foods are at required temperatures at all times.
- All cooked or prepared food shall be served on or in single-service paper with plastic utensils or similar articles intended for one-time, one-person use and then discarded.
- Cleaning and Sanitizing: A Sanitizer Test Kit will be required to monitor strength of sanitizer used on food contact surfaces, utensils and equipment. Air dry items or dry with a disposable paper towel.

Adequate cleaning supplies and equipment are to be provided for sanitizing utensils, equipment, and wiping cloths. Food preparation should only be done on smooth and easily cleanable counters and tables.

- All cooking, food preparation, service, display, and storage areas are to:
- Have an approved wind resistant and waterproof overhead covering;
- Be adequately protected from contamination from sneezing/coughing, dust and vermin;
- Be completely separated from public access by an effective barrier such as ropes or tables;
- Be designed to protect condiments by using individual packets or approved covered dispensers;
- Store food, beverages, utensils, and paper products a minimum of 6” off the ground and covered; and
- Have a floor to adequately control dust and mud.
- A Person in Charge must be present during all hours of operation.
- No home cooked or home canned foods are allowed.
- A Temporary Food Establishment Permit is not needed if only "Pre-packaged Food or Beverages" are offered, which means ready to eat or drink commercially individually packaged food or beverages such as chips, crackers, bottled water, or soda.
- All toxic cleaners and any other necessary items (i.e. lighting fluid, fuels, etc.) must be labeled and stored away from food.

