

Potluck in the Park

Every Sunday Rain or Shine – 3:00 pm
O' Bryant Square – S.W. 9th & Washington
Friends and Family – Just Us

Potluck in the Park Home Prepared Foods Information

Effective immediately, home prepared foods can only be accepted from volunteers who have obtained a Food Handler's Card. Obtaining a card is relatively quick and easy and can be done on line or in person. For more information, please visit the county's web site at <http://www.co.multnomah.or.us/health/foodhand>. If the food is prepared by a group of people at the same location, only the person supervising the food preparation will be required to obtain a certificate. A food Handler's Card is valid for three years, and volunteers who prepare food at home will be required to provide proof of Food Handler's card to Potluck before their food can be accepted.

With the assistance of the State's Foodborne Illness Prevention Program, a "Volunteer Checklist" has been created outlining pertinent food sanitation rules. **In addition to obtaining a Food Handler's card, volunteers will be required to review this Volunteer Checklist and sign a statement that they agree to follow the rules** (see below). **Volunteers will also be required to check in each time they volunteer at Potluck and complete the Home Prepared Foods log.** The Home Prepared Foods Log must be completed each time the volunteer donates home prepared food and must be maintained in Potluck's records..

While some of these new rules may be seen as a departure from the way Potluck once allowed home prepared foods, they are necessary to comply with Health Department rules and help to safeguard donated food to a population that is already somewhat fragile. We are very pleased to once again allow home prepared foods at Potluck. Home prepared foods will certainly allow more variety for our guests, and we hope that it will also provide more protein, fruits and vegetables for them as well, something that is often lacking in their diets.

Benevolent Meal Site Information Guide

The Food Sanitation Rules allow some benevolent organizations to serve home-prepared foods to needy individuals. The following information is provided to help make sure those foods are safe and wholesome.

Definition

A "Benevolent Meal Site" is a periodic food service operation run by a benevolent organization or individual that provides food to the needy or indigent without charge and does not operate from a permanent kitchen facility.

License Required

The event coordinator is required to obtain a benevolent temporary restaurant license from the County Health Department.

Food Handler Card

The coordinator is responsible for ensuring that volunteers who will be preparing food in their homes have obtained a Food Handler Certificate. <http://oregon.gov/DHS/ph/foodsafety/index.shtml>

- If the food is prepared by a group of people at the same location, only the person supervising the food preparation will be required to obtain a certificate. This person shall be at the preparation site at all times;
- Volunteers that provide only non-perishable baked goods or whole, uncut fresh fruits and vegetables are exempt from the food handler certification requirement.

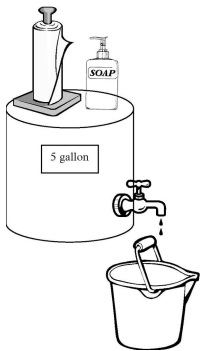
Record Keeping

The organization sponsoring the Benevolent Meal Site must obtain a signed statement from the volunteers that they have reviewed and will follow the requirements of the Benevolent Meal Site Rules. The signed statement must include the volunteer's name, contact information and the kinds of food donated. The signed statement must be maintained at the Benevolent Meal Site and be available for review.

At the Event Location

A statement must be posted at the meal site in public view that states: ***"Notice: Food served at this location may not have been inspected by the health department."***

At least one portable hand washing facility that is easily accessible must be provided at the location where food will be served. It must have:



- Minimum 5 gallons enclosed container with spigot that can be opened to maintain a constant flow of warm water;
- Soap and paper towels;
- A container for wastewater with a minimum capacity of 5 gallons.

Self-service of food items must be limited to prepackaged items and condiments dispensed in a sanitary manner. Leftover food prepared by volunteers at home must be discarded or returned to the volunteer.

Safe Food Sources

Volunteers may prepare foods at home under **the following conditions:** Raw ingredients must be from an approved source that has been licensed and inspected, except for whole uncut fresh fruit and vegetables. Meat products must come from USDA inspected facilities.

Foods Not Allowed

The following foods **may not be provided:** home-canned or home vacuum-packed foods, wild mushrooms, wild game, shellfish, sport-caught fish, raw milk, raw animal foods, eggs or meat products from non-commercial sources, unpasteurized juices, and water and ice from unapproved water systems.

**Volunteer
Check List**

Food must be stored, prepared, handled, transported and served in a manner that is consistent with the Food Sanitation Rules (OAR 333-150).

In your home kitchen:

- All ingredients must be from approved sources.
- Do not prepare or serve food when you or your family is sick.
- Keep pets outside of the kitchen and food storage areas.
- Hand washing removes germs that cause illness – wash your hands with soap and warm water for about 20 seconds. Use paper towels (not cloth towels) to dry hands.
- Wash hands between tasks and whenever hands are contaminated, especially after using the restroom.
- Use utensils whenever possible and limit hand contact with food.
- Avoid advanced preparation of foods. Minimize reheating and cooling by simplifying recipes and cooking food the day you plan to serve it.
- To prevent bacteria growth, keep hot foods hot (140°F or above) and cold foods cold (41°F or below) at all times, including transporting food to the event.
- Limit the time that food is out of temperature control (refrigerator or stove). Keep food temperatures at 140°F or above or 41°F or below.
- After perishable food is prepared and removed from its heat or refrigeration source, it has a 4-hour time limit before bacteria grows enough to make people sick. Discard perishable foods that exceed the 4-hour time limit.
- Fully cook animal products: fish, pork and lamb to 145°F; eggs, beef and ground meats to 155°F; and poultry to 165°F.
- Use a probe food thermometer (range of 0-212°F) to check food temperatures.

Questions?

**Refer to the
Food
Sanitation
Rules**

Or

**Contact your
Local Health
Department**

Volunteer's Name: _____ **Phone #:** _____

I have read and agree to follow the Food Sanitation Rules and these guidelines:

Signature: _____ **Date:** _____

For office use only

Food Handler's Card Expiration Date: _____ **Verified by:** _____

**Once you have obtained your Food Handler's
Card, bring it and this signed statement with you
to Potluck in the Park**