

The Stall

When setting up your stall you must ensure:

That any barbecue is located in a position where it will not be a danger to the public or inhibit the use of the footpath.

Rubbish is stored in a sealed container and disposed of to normal refuse collection

The name of the school, club or charity is to be clearly displayed on the front of the stall.

All food must be protected from flies, dust, sun, people and animals

If you do need to provide hand washing facilities, this should consist of (as a minimum) a 20 litre container fitted with a tap, placed high on a table with a bucket on the ground underneath to catch waste water. You can then wash your hands in running water and dry with paper towels.

What if our group wants to cook or sell other foods at the site?

It is likely that you will need to apply for a permit for an occasional food premises. We recommend you contact one of our Environmental Health Officers on 04 296 4700

Before you get started, have you got?

Permission for the location of your stall either from council or private owners?
Chilly bins with plenty of ice?
Tongs and gloves for food handlers
Refuse bin with lid

for further information please contact
our Environmental Health Officer's on
(04) 296 4700
free call 0800 486 486

Kāpiti Coast District Council
175 Rimu Road, Private Bag 60 601
Paraparaumu
www.kapiticoast.govt.nz



published October 21, 2009

guidelines for fundraising food stalls



This brochure is to give guidance on the types of fundraising stalls that can operate more than twice in any one year.

If your proposal does not fit this guidance, please refer to the application form "Events - food stall application" or talk to one of our Environmental Health Officers.

FUNDRAISING FOOD STALLS

Fundraising: sausage sizzles, hangi, cake stalls and preserves

Who are these guidelines for?

These guidelines only apply to fundraising stalls operating at sports grounds, outside shops such as The Warehouse, and one off stalls at other sites **where 100% of all profits from the sale of food go to the named charity or community group.**

Note: Fundraising food stalls cannot operate at markets, but they can operate at events provided they complete the appropriate application forms.

Only low risk foods are able to be sold at the stall- these include:

Sausage sizzles: provided that the food is limited to pre-cooked sausages, onions, sauces and bread and does not include salads or any other meats, fish or chicken.

Hangi: provided that the food is individually packaged prior to cooking and is not further handled after cooking and any such preparation or cooking is undertaken with the guidance of an experienced member of the local marae.

Cake Stalls: provided that cakes do not include cream or custard fillings and the items are pre-packaged prior to sale at the stall.

Jams and preserves: that are packaged in clean, sterile containers or jars.

Packaged non perishable foods.

Sausage Sizzles

All sausages must be transported and stored at a temperature of less than 4°C in clean covered containers (i.e chilly bin with plenty of ice).

Sausages, once cooked should be served immediately. If you want to hold hot foods a food warmer or similar is required.

All foods should be purchased as close as possible to the date of the stall. Only sausages from a registered butcher or supermarket can be used.

You will require separate people handling the money to those handling food if you do not provide hand washing facilities.

Make sure all food handlers wear gloves and change them frequently.

You will require plenty of tongs and other spare utensils if you do not provide washing facilities.

Cakes and preserves

Remember to clearly label foods that contain nuts.

Where you have products being donated from multiple sources ensure you have some way of tracking the food back to the donor. (i.e number donations with a sticky label and keep a log matching the donation to the donor).

Ensuring all cakes are wrapped prior to arrival at the site means you won't need to supply gloves and tongs and protect food from dirt, animals and customers.

Hangi

Package all food in its individual container as close as possible to the time the food will be cooked.

If the individual containers are packed the day before the event then they must be refrigerated (talk to your local marae).

Hangi should be prepared under the supervision of an experienced member of your local Marae.

Serve the Hangi in its individual container immediately it is removed from the hangi pit if you do not want to provide a food warmer to keep hot food hot.

Food Hygiene

You are not permitted to work on a food stall or prepare food for a fundraising stall if you (or someone at home) are feeling unwell, have diarrhoea or vomiting, cold or flu, or have had these symptoms in the past 48 hours.

Smoking while preparing or serving food is not permitted.

Wash your hands regularly, particularly after handling money, using the toilet, handling rubbish, coughing or sneezing.

When handling unwrapped foods, wear an apron and tie long hair back.

Avoid handling the food. Where possible use tongs.