



Municipal Building  
825 Bloomfield Ave  
Room 102  
Glen Ridge, NJ 07028

Telephone  
(973) 748-8400  
Fax Number  
(973) 748-3926

## APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT LICENSE

\_\_\_\_\_ One (1) Day = \$10.00

Application Date \_\_\_\_\_

\_\_\_\_\_ Two (2) or more Days = \$20.00

**Name of Event:** \_\_\_\_\_

**Date and Location of Event:** \_\_\_\_\_

**Name of Organization sponsoring Event:** \_\_\_\_\_

**Organization Owner/Mgr.- Name, Address, Phone # and EMAIL:**  
\_\_\_\_\_  
\_\_\_\_\_

### SOURCE OF FOOD

Caterer/Base of Operation (a licensed Retail Food Establishment): Name, Address, Phone #: \_\_\_\_\_  
\_\_\_\_\_

***In order for food to be prepared off premises, the following must be submitted:***

- 1. A notarized letter from the Cater/Base of Operation granting permission to prepare foods at their establishment.***
- 2. A copy of a current Satisfactory inspection posting from the establishment. All foods must be prepared at a Caterer/Base of Operation or AT THE EVENT LOCATION.***

List ***all*** food items to be sold. (***Items not listed will not be permitted.***)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Methods/Equipment Provided to Maintain Foods at Proper Temperatures: \_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, understand that home food preparation is strictly prohibited.

**Sign:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**\*Holder must comply at all times with the regulations and requirements of the Health Code of the Glen Ridge Borough and Chapter XII of the New Jersey State Sanitary Code. At the discretion of the Health Department, a license may be revoked for violations of these codes.**

PAID: CASH \_\_\_\_\_ CHECK \_\_\_\_\_ MONEY ORDER \_\_\_\_\_ Approved by: \_\_\_\_\_ Date Issued: \_\_\_\_\_

## INSTRUCTIONS FOR APPLYING FOR A FOOD TRUCK VENDOR LICENSE

1. Please fill out the Application for Temporary Food Establishment License.
2. Return the following to: Health Dept. at the Borough of Glen Ridge located at 825 Bloomfield Ave., Room 102, Glen Ridge, NJ 07028:
  - Your completed application,
  - Your identification (such as a driver's license) and
  - the fee of \$10.00 for one day and \$20.00 for two or more days (cash, check or money order, made out to Borough of Glen Ridge).

Our Health Inspector will inspect your food truck on the day of the event and issue the food license at the time of the inspection.

Please keep the Food Service Fact Sheet for your information.

*If you have any questions, please call the Health Department at 973-748-8400 ext. 221 or email [Ksweeney@glenridgenj.org](mailto:Ksweeney@glenridgenj.org)*

## **FOOD SERVICE FACT SHEET (TEMPORARY FOOD SERVICE, CHURCH KITCHENS)**

### **Food Temperatures**

- Keep foods that are served cold at 40°F.
- Keep foods that are served hot above 140°F.
- Cook poultry to an internal temp. of 165°F, pork to 150°F, and rare beef to 130°F.
- Keep thermometer handy to check temperature often.
- Do not leave food out for more than two hours.

### **Proper Cooling**

- Store foods in shallow containers and refrigerate immediately.
- Use ice to quickly chill foods and to keep them cold.
- Do not cool hot foods at room temperature before refrigeration, rather, refrigerate immediately.

### **Proper Reheating**

- Pre-cooked foods should be reheated to at least 165°F.
- Leftovers should be discarded.

### **Cross Contamination**

- Keep cooked and raw foods separated during food prep and in food storage areas.
- Thaw raw meats and poultry in the refrigerator in a way so juices do not drip on other foods.
- Wash hands; wash and sanitize utensils and food contact surfaces such as cutting boards and counters often when handling raw meat, poultry and eggs.

### **Safe Food Sources**

- Obtain foods from reliable sources.
- Do not use home-canned foods, or foods prepared in someone's home.
- Wash raw ingredients (produce, eggs, and poultry) with water to remove dirt.
- Do not use cracked eggs.
- Prevent rodents, insects, birds, animals, etc. from having contact with food.
- Store chemicals away from food.
- Thoroughly cook fish, poultry and other foods that may contain a large number of microorganisms.

### **Food Handlers Hygiene**

- Wash hands often when handling raw foods such as poultry and meat; after smoking, coughing or blowing your nose; after handling garbage or using the bathroom.
- If cuts do exist on hands, use disposable plastic gloves
- Use utensils such as tongs or spoons as much as possible during preparation.
- Tie long hair back, and do not smoke while handling food.
- Protect foods from dust, sneezing, and handling by customers by keeping food covered.

### **Cleaning and Sanitizing**

- Use clean dishes and utensils for food preparation.
- Wash with hot soapy water and sanitize equipment after use or before use if equipment has been stored for a long time.
- Wash and sanitize food contact surfaces such as counters, tables, refrigerators, etc.
- Sanitize dishes using a solution of ½ tablespoon chlorine per gallon of water.
- Sanitize food contact surfaces using 1 tablespoon chlorine per gallon of water.

### **Transporting Food**

- Use insulated carrying containers that maintain cold food temperatures at 40°F and hot food temperatures at or above 140°F.
- Do not transport food in vehicles that have been used to carry pets, trash, chemicals, fertilizers or pesticides without first thoroughly cleaning the compartment.