

Mobile Food Unit Guidelines

Information on starting a mobile food unit

This information is provided for people who are interested in obtaining a permit to operate a mobile food unit in the City of Jefferson. The following guidelines are authorized by the Jefferson City Food Code section 8-104.10. These requirements must be met in order to obtain a valid mobile food unit permit.

Mobile food units must operate in conjunction with a permitted food-handling establishment usually referred to as a “Servicing Area”.

Servicing Area examples:

- Restaurants
- Grocery store
- Convenience stores



There must be a ***Servicing Area Agreement***. This is a written agreement between the servicing area and mobile food unit operator stating that the servicing area may be used to service the mobile unit. This documentation must be submitted to the City of Jefferson Environmental Health Division.

The mobile unit must return to the servicing area to obtain:

- Potable water
- Empty gray water
- Wash, rinse, and sanitize utensils and equipment utilized by the unit.
- Utilize storage for food products and single serve items



Mobile unit's water supply and waste units must be self-contained.

*No hook-ups are allowed to permanent water supplies or sewage waste discharge when in operation. Mobile units cannot be serviced on site. *

Mobile Units must return to the servicing area for servicing unless part of an event or festival, but not to exceed (14) days.

For mobile units, a potable water hose must be provided and must meet National Sanitation Foundation food-grade specifications, stored in a sanitary manner, and not used for any other purpose.

Wastewater must be emptied into approved wastewater facilities. A document stating where employee will utilize restroom facilities will also be required. The servicing area must have adequate facilities to service the mobile unit or a health permit will not be issued. Foods that are served by the mobile unit ***cannot be prepared at home***. All foods must be prepared on site or at the servicing area. Leftovers at the end of the day must be discarded.

Specific Requirements for Mobile Food Units Definitions:

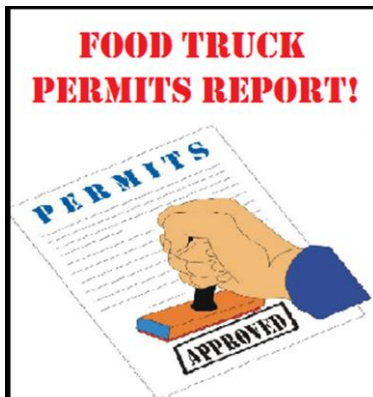
Definition: 1-201.10(B)(55.1) **“Mobile Food Unit”** a self-contained mobile food vending establishment specifically used for preparing, keeping, storing or warming food or beverages for sale by a vendor which is designed for and capable of movement utilizing a motor or motorized vehicle for movement.

Definition: 1-201.10 **“Servicing Area”** means an operating base location to which a mobile food establishment or transportation vehicle returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.



Food Code Guidelines:

1. Mobile Food Units must comply with all regulations set forth in the Jefferson City Food Code per 8-104.10.
2. Mobile Food Units and all sundry equipment or items used the Mobile Food Unit must return to the permitted servicing area for a minimum of 24 hours at least once every 14 days.
3. Mobile Food Unit vendors must obtain a business license from the City of Jefferson Business office.
4. Mobile Food Units **must obtain a food permit to sell food**. They must comply with terms and conditions of the license and permit. Permits are issued on an annual basis. All fees must be paid before a permit is issued.
5. A Mobile Food Unit shall not be issued a permit to sell food from the location it has designated as its servicing area unless the servicing area is a licensed and permitted food service.
6. A Mobile Food Unit shall not be issued a permit for an area zoned residential unless part of a parade permit.
7. A Mobile Food Unit shall not be issued a permit unless the site location identified on its application for a permit is on an established approved parking lot and: a) the location of the mobile unit will not block ingress or egress to the parking lot, and will not block any fire hydrant from use by emergency services, and will not hinder sight of vehicles entering or exiting the parking lot; and b) tables and chairs shall not be placed on the parking lot for customers of mobile food units; and c) the mobile food units use of the parking lot shall not utilized such a number of parking spaces so that a business relying upon that parking lot for the parking requirements found in the zoning code shall fail to have the required number of parking spaces for their business; and d) shall not be within 1000 feet of an active parade permit or festival district without the permission of the permit holder.
8. A Mobile Food Unit may not operate on the city right of way or city owned parking lot unless part of a parade permit.
9. A Mobile Food Unit shall be subject to inspection semi-annually.
10. A Mobile Food Unit shall not be issued a permit unless the parking lot identified Subsection 6-7(f) of these guidelines is the parking lot of an existing, active and permitted business and there are no other Mobile Food Units already permitted to operate upon said parking lot.
11. Any violation of any provision herein shall authorize the Director of Planning and Protective Services to revoke any mobile food unit permit immediately. The Director shall be authorized to enact hearing procedures for any appeal of such revocation.



Sanitation Requirements:

1. A three (3) compartment sink must be provided for the cleaning and sanitizing of utensils and equipment. Sinks must be of adequate size to permit complete immersion of the article being cleaned and sanitized. Adequate clean and soiled utensil storage areas (drain boards or dish carts) must be provided.
2. All mobile food establishments must contain a hand wash sink with hot and cold running water dispensed by means of a combination faucet with soap and paper towels available.
3. Mobile food units must have a potable water tank adequately sized for the intended use of the unit.
4. A wastewater tank must be provided for the catchment of wastewater. The tank must be sized 15% larger than the fresh water tank. The fresh water tank includes the potable water tank and water heater tank. All wastewater shall be removed from the mobile food unit at an approved waste disposal area. The freshwater tank must be kept clean and sanitary.
5. All mobile units must have adequate hot and cold storage for the intended use of unit.
6. Mobile units that contain a grill or a deep fat fryer are recommended to have some type of fire suppression. Please contact the Jefferson City Fire Department for recommendations. .
7. The floors, walls, and ceilings of the mobile food unit must smooth, light colored, non-absorbent, durable, and easily cleanable.
8. The lights in the mobile food unit must be shielded or contain shatterproof type bulbs.
9. All outer openings to an enclosed mobile food unit must be properly screened and/or sealed to protect against the entrance of insects.
10. A metal-stemmed thermometer with a range of 0-220 degrees F. must be available to check hot and cold food temperatures. All potentially hazardous foods shall be maintained at 41 degrees F. or below or 140 degrees F. or above.



11. All cold storage units in a mobile food unit must contain a thermometer.
12. Test strips must be available to check the strength of the sanitizer used for sanitizing utensils and to test the strength of the wiping cloth solution.
13. All foods, utensils, and single service items must be stored off the floor.
14. Separate storage must be provided for toxic items and personal items. Toxic items such as cleaners must be separated and not stored above food items, equipment and single service items.
15. All foods shall be obtained from approved sources and shall be handled in a manner so as to be clean, wholesome, and free from adulteration.
16. Only single-service eating and drinking utensils shall be used in serving customers. Single-service items must be properly stored and handled.
17. All garbage and other solid waste shall be stored and disposed of in an approved manner.
18. Employees shall be clean as to their person and food handling practices. Clean outer clothing and hair restraints are required. Gloves or suitable utensils must be used where there is contact with ready to eat foods.
19. Employees who has a communicable or infectious disease that can be transmitted by foods, or who is a carrier of organisms that cause such a disease, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge, shall not work with a mobile unit in any capacity in which there is a likelihood of contaminating food or food contact surfaces, with disease causing organisms or transmitting the illness to other persons.
20. The mobile unit shall be kept in a clean and sanitary condition and be free of flies, roaches, rodents, and other vermin.
21. An Environmental Health Operating Permit must be posted in a conspicuous location in view of the consumers.
22. Mobile Food Units must be self-contained as per Food Code Definition. Food related items, single service items, cooking items; ware washing items, serving of food items must be stored or served within the mobile food unit. The only exception is a covered grill for cooking of foods.

If you have any questions, please contact the City of Jefferson Environmental Health Division at 573-634-6410.

