



Nonprofit Establishment Guidance Document

PURPOSE: To provide guidance for safe food preparation and service to the public, by nonprofit organizations such as but not limited to booster clubs, school or sporting associations, 4-H Clubs, Scouting groups, and agricultural societies.

SCOPE: Per Title 22 §2501, nonprofit organizations are exempt from Department rules and regulations relating to dispensing foods at not more than 24 public events or meals within one calendar year. These clubs and associations run snack shacks or food units at fairs, festivals, schools, churches, sporting and other events. Due to the limited number of operating hours at school events, school snack clubs are not subject to the rule limiting events or meals to 24 per year.

- I. The “person in charge” should assume the responsibility of overseeing the operation and training of volunteers in thorough hand washing and the basics of safe food handling preparation and service, receiving, storage, cooking, and holding. It is recommended that the person in charge be a Certified Food Protection Manager.
- II. A few basic guidelines should be followed to ensure protection of public health, which include but are not limited to:
 - a. A means to wash hands with water, liquid soap, paper towels, and waste receptacle. Signage stating employees or volunteers must wash their hands.
 - b. All volunteers should be clean and wear clean outer clothing when serving the public.
 - c. Food should be provided from an approved source (i.e., a grocery store) or a licensed kitchen (i.e., school cafeteria). Food prepared from a home kitchen is not an approved source (unless licensed by the Department of Agriculture).
 - d. Cold foods should be maintained at or below 41 degrees and hot foods should be held at or above 135 degrees.
 - e. Foods prepared for reheating should be reheated to 165 degrees for at least 15 seconds.
 - f. A food temperature thermometer should be available for checking food temperatures, and refrigerators and freezers should be equipped with thermometers.
 - g. Paper plates, plastic tableware and single service items should be used to reduce the need for ware-washing. If utensils are self-serve, they should be set out handle side up, or individually wrapped. Straws and/or coffee stirrers should be individually wrapped, or from a single-serve dispenser.
 - h. Self-service, ready-to-eat food should be monitored and protected from customer contamination.
 - i. There should be no bare hand contact with ready-to-eat foods.
 - j. Snack shack facilities should be kept neat, clean, and sanitary during all hours of operation, and windows and doors should be screened to reduce the entrance of flies and other pests.
 - k. All food and non-food contact surfaces should be kept clean, and food contact surfaces should be sanitized.
 - l. Clean wiping cloths in chemical sanitizing solution should be readily available in all food preparation areas and used to wipe food contact surfaces. It is recommended a test kit be used to test proper sanitizing solution concentration.
 - m. Pre-cooked meats should be used to decrease risk of foodborne illness.
 - n. The water should be tested annually for Total Coliform Bacteria and Nitrates and should yield satisfactory water quality results.
 - o. Volunteers should not prepare or serve food when they are ill with vomiting, diarrhea, fever, sore throat with fever, (cold or flu symptoms).
 - p. Ware washing of pots and pans or utensils should be conducted at a licensed facility such as a school or on-site in the snack shack. Wash, rinse and sanitize procedure should be followed when ware-washing.
 - q. More specific information pertaining to food service may be obtained from the Maine Food Code.
- III. If you have questions, you may call the Health Inspection Program for education.