

Food Safety Guide to Working with Aramark as a Sub-Vendor

Sports & Entertainment Philadelphia District

Sub-Vendor Requirements

Existing sub-vendors

The information contained in this guide should be reviewed to ensure best practices. Significant changes to either menu or equipment should be discussed with Concessions management before changes are implemented.

New sub-vendors

This guide contains permitting and food safety information that you must adhere to as an Aramark sub-vendor. Before vending food, you must submit the following to the Aramark team for approval:

- Menu (with major allergen information)
- Equipment schedule (with cut sheets)
- Basic drawing showing food handling operation (*including food and non-food storage areas, hot and cold holding areas, food production/handling, cashier, etc.*)
- If handwash set up is not provided by Aramark, a drawing showing full handwash station
- Philadelphia Health Certificate

General Equipment Requirements

All equipment must be ANSI or NSF approved (commercial use). Equipment must be sufficiently sized and powered to keep hot food above 140°F and cold food below 41°F at all times during storage, display and holding.

When handwashing facilities are not provided by Aramark, a [portable hand wash sink](#) is required

Permit Requirements



*** I have a Permanent (annual) Vendor Permit already issued by Philadelphia:**

- Email your Operation Eligibility Certificate and Permanent Special Event vendor license to your Aramark contact.
- Print and have your Operation Eligibility Certificate and Permanent Special Event vendor license available at all events
- Email a copy of all PIC Philadelphia Health Certificates to your Aramark Contact and bring copies to all events
- The health department may inspect your operation prior to the event but you are permitted to operate once a representative of Aramark grants approval of your location set up; You do not have to wait for the Health Department

*** I am not a permanent vendor, I am a Temporary Vendor, only vending at this event:**

- [Apply for a Temporary Special Event Permit](#)
- Upon approval, you will receive an Operation Eligibility Certificate (OEC) and a License Eligibility Report (LER) from the Health Department via email
- Print a copy of your OEC and bring it to the event
- Submit your LER to the Department of Licenses and Inspections (L&I) to receive a temporary food license for the event
Please contact the License Issuance Unit of the Department of Licenses and Inspections at 215-686-2490 or 311 / (215) 686-8686 if you have difficulties or questions about obtaining your temporary food license.
- L&I will issue a Temporary Special Event Vendor License
- Print a copy of the L&I Temporary Special Event Vendor License and bring it to the event – the Health Department will request this at your inspection
- The Health Department will inspect your operation prior to the event -- you may not operate until you are approved
- A Person-In-Charge (PIC) must be present at all operating times. Please email a copy of all PIC Food Safety Certificates (Servsafe or Philadelphia Health Certificate if available) to your Aramark Contact and bring a copy to the event.

Sample L&I Food License

Sample OECs

Sample LER

Employee Hygiene Standards

At least one approved Person in Charge (PIC) possessing a Health Certificate issued by Philadelphia, or outside of Philadelphia Servsafe® or equivalent, must be on site at all times during set up and service.

Employees of sub-vendors are required to adhere to Aramark personal hygiene and safety standards, including:

- Hat, hair net or other approved head covering must be worn at all times
- Clean clothing and aprons
- No jewelry (a plain metal band ring is approved)
- Non-slip, closed-toe shoes

Employees must be trained on the basic requirements of a properly set up hand wash station and the approved method for washing hands.

Employees may not eat in any food prep or vending area; Meal breaks must be taken outside of the working area. Beverages must be kept in a dedicated area away from food or food service items.

Employees must be made aware in writing of the illnesses that require them to be excluded from the building, including:

- Vomiting
- Diarrhea
- Jaundice
- Diagnosis of Hepatis A, E.coli, Norovirus, Salmonellosis, Shigellosis
- Exposure to anyone with a diagnosis of Hepatis A, E.coli, Norovirus, Salmonellosis, Shigellosis

Employees must be made aware in writing of the requirements to return to work in the building after such a diagnosis or exposure, including:

- Return to Work form from treating physician or other emergency/urgent medical provider
- Clearance from the Health Department upon receipt of Return to Work form



Location Set Up

One Day Prior to Event Start

Sub-vendors are required to set up food locations using the guidelines provided in this document. A pre-approval walk will be scheduled with the District Safety Manager

Event Day Approval to Operate

The following check list must be completed by Aramark team member before food service can begin:

- Current copy of Food Vendor license issued by the Philadelphia Department of Health
- City Health Certificate issued by the Philadelphia Department of Health
- Handwash station is properly set up, water reaches a minimum of 100°F
- Hot food is being kept hot (above 140°F)
- Cold food is being kept cold (below 41°F)
- Food is protected from contamination by lids or sneeze guards and is inaccessible to customers
- Ice is in a clean, dedicated container and is protected from contamination by a closed lid
- No food or food service items are located directly on the floor
- Dish wash & sanitize chemicals are on site and a sanitizer test kit is present
- Chemicals and employee beverages/belongings are located in designated areas away from food
- Disposable gloves are worn by food handlers to prevent bare-hand contact with Ready-to-Eat food
- Hats, hair nets or other appropriate hair covering are worn by all workers
- Workers are trained on above items and monitored at all times by the Person-In-Charge
- Coolers, Cooking and Hot/Cold Holding logs are available and in use

Health Department Approval

Permanent Vendor Permit holders: Are able to open for business upon approval of Aramark team

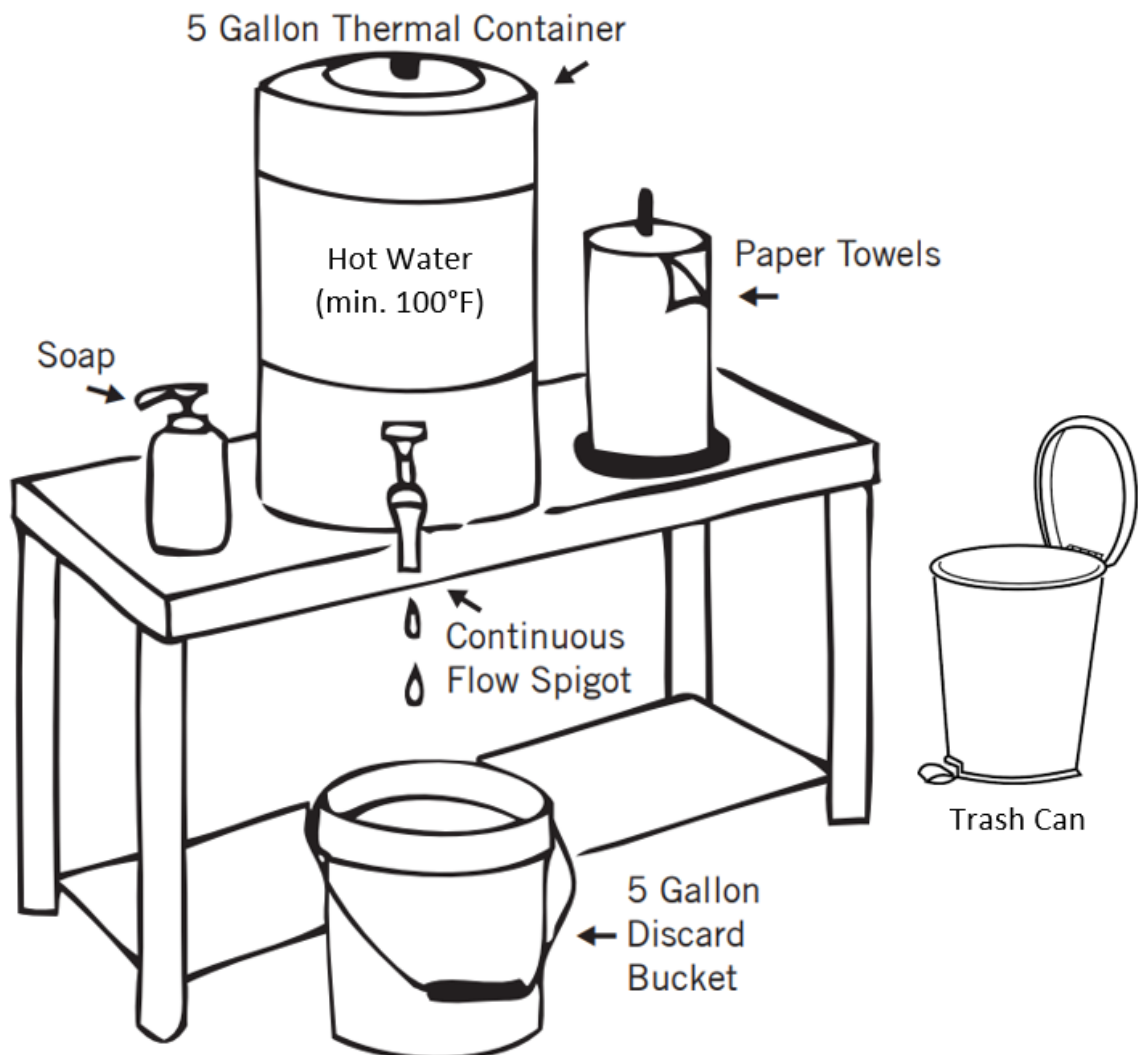
Temporary Vendor Permit holders: Are able to open for business upon inspection approval of Health Department (as required) and Aramark team



Hand Wash Station Set Up

If handwash is not provided by Aramark, a full and complete handwash station must be provided by sub-vendor including:

- Hot water (100°F-115°F) that pours from a “stay open” spigot
- Dump bucket for gray water
- Hand soap
- Disposable paper towels
- Trash can located at handwash station
- *“Employees must wash hands before returning to work”* signage



Food Handling Guidelines

Prevention of Cross Contamination

1. Raw product and Ready-To-Eat product must be stored and handled separately
2. Food being held or displayed must be covered
3. Food on display to customers must be protected by an approved sneeze-guard
4. All food service utensils must be replaced every 4 hours – an adequate supply for as many changes as will be required should be on site at the beginning of service
5. Food service utensils must only be held in such a way during service that they do not become contaminated (*example: on a sanitized surface, in a dedicated disposable pan*)
6. Food service items (*cups, boats, bowls, plates, etc.*) must be stored upside down
7. Ice for consumption or ice used as an ingredient (*example: sodas, smoothies, soups*) must be protected; Scoops, hands and cold food items must not come into contact with ice

Prevention of Allergen Cross-Contact

1. Foods containing the 9 major US allergens (*milk, eggs, soy, sesame, wheat, fish, shellfish, tree nuts, peanuts*) must be stored and handled separately from non-allergen products
2. Allergen foods should be prepared, cooked and held in separate equipment whenever possible (*example: a dedicated allergen-free fryer or cutting board*)
3. When separating allergen and non-allergen foods is not possible, customers must be made aware of the major allergens in use in the location by means of signage

Temperature Control Requirements: HOT FOOD

1. Hot food being held, displayed and served (*hot box, display, heat lamp, etc.*) must be held above 140°F
2. Sub-vendor PIC and employees must take and record temperatures before food service begins
3. Food cooked on site must be temped and recorded per batch
4. Hot food being held must be temped and recorded every hour
5. Temperature logs are provided by Aramark and should be turned in to concessions team at close of event
6. Food cooked or reheated for service must reach the minimum internal temperatures as per Aramark Standards

Poultry	Ground & Chopped Meat	Seafood & Whole Cuts of Meat	Hot Dogs & Plant Based
165°F	160°F	145°F	140°F



Temperature Control Requirements: COLD FOOD

1. Coolers provided by Aramark will have internal hanging thermometers and paper temperature logs
2. Coolers must remain below 41°F at all times
3. Sub-Vendors are required to verify and record temperature of coolers in their location at the start and end of each event day
4. Sub-Vendors must alert concession team immediately if the temperature is found above 41°F
5. Food held in ice should be surrounded by the ice, not resting on top; A small, shallow pan of food nestled in a large, deep pan of ice is best
6. Cold food held for service or display must be held below 41°F
7. Sub-vendor PIC and employees must take and record temperatures before food service begins
8. Cold food being held must be temped and recorded every hour
9. Temperature logs are provided by Aramark and should be turned in to concessions team at close of event

Cleaning, Sanitizing and General Sanitation Requirements

1. Sub-vendors are encouraged to purchase [Sani Professional brand food-surface sanitizing wipes](#)
2. Red sanitizer buckets are not recommended
3. Equipment and utensils must be cleaned and sanitized using a three-compartment sink and/or provided dish machine
4. The proper method for cleaning and sanitizing in a triple sink is WASH, RINSE, SANITIZE, AIR DRY
5. Sanitizer concentration (sinks and buckets) must be tested and recorded each time chemical is dispensed
6. Sanitizer logs are provided by Aramark and should be turned in to concessions team at close of event
7. No food or food service items may be stored on the floor

What if I have questions?

Philadelphia Department of Health (Special Events Unit): 215-685-7414

Philadelphia Department of Licenses & Inspections 215-686-2490

Aramark District Food Safety Manager maida-leigh@aramark.com or 215-422-2753

