



Public Health & Social Services Department

Environmental Health Division

412 Lilly Road NE Olympia, WA 98506

Phone (360) 867-2667 Fax (360) 867-2600

TDD Line for the hearing impaired (360) 867-2603

www.co.thurston.wa.us/health/ehfood

GUIDELINES FOR TEMPORARY FOOD EVENTS AT SCHOOLS

A Temporary Food Establishment Permit is required for events held at schools where food is offered to the public and the preparation/service of the food is not supervised by school kitchen employees. This includes events sponsored by PTA, PTO, Booster Clubs, School Clubs, etc. such as school carnivals, spaghetti feeds, barbecues, silent auctions, etc.

- If the event is operating under a Temporary Food Establishment Permit, at least one person on each shift must have a valid Food Worker Card.
- Application for a Temporary Food Establishment Permit should be submitted at least two weeks prior to the event.
- The application can be obtained at the Thurston County Website: www.co.thurston.wa.us/health/ehfood or by calling (360) 867-2667.

Events where food is offered to the public can be covered under the annual operating permit for the school with the following conditions:

- Food preparation/service must be conducted or directly supervised by school food service personnel.
- The school must be willing to take responsibility for the event.
- The school food service personnel must have valid Food Worker Cards and the volunteers are encouraged to have cards as well.

Seasonal operations such as snack bars, espresso carts or student stores that are staffed by volunteers and/or students must be approved and permitted as regular Food Establishments.

Bake Sales do not require a permit as long as the baked goods are non-potentially hazardous items, such as cookies, brownies, muffins, doughnuts, cake, bread, etc. and the consumer is informed that the foods are prepared in a kitchen that is not inspected by a regulatory authority. ***No potentially hazardous foods such as cheesecake, custards, cream pies, etc. are allowed.*** Please see [Bake Sale Guidelines](#) for additional details.

Home canned foods are never allowed for use or sale to the public.

To request this document in an alternative format, please contact our offices at (360) 867-2667.

06/11