HEALTH DEPARTMENT of Northwest Michigan

Environmental Health Services
Work Schedule for Temporary Food Establishments

In order to effectively serve your patrons, your food event must be managed and staffed in an organized manner.

The event chairperson must consider all of the jobs that need to be done—from cleaning before the event to garbage pick-up after the event is over. When these responsibilities are identified, volunteers should be assigned duties and scheduled to work. If necessary, subcommittees may be organized to accomplish certain tasks.

It is important to keep accurate records of all volunteers' work schedules. If there is a foodborne disease outbreak or other food safety incident, the Health Department will require this information during their investigation.

NAME	SHIFT	ASSIGNMENT	TIME IN	TIME OUT