



Pueblo of Jemez - Red Rocks Food Vendor Policies & Procedures

2022

These policies and procedures are used to guide and ensure consistency among Red Rocks food vendors. In some cases, the policies may not reflect subsequent changes made, but are indicative of practices and interpretations of policies at the time they are adopted.

The Pueblo of Jemez is not responsible or liable for any accidents, personal injuries, lost, stolen, or damages to personal property during food sales within the Red Rocks area. Individual vendors are responsible for any damages incurred during their food sale.

If you have any questions or complaints regarding a policy or procedure, please contact the Pueblo of Jemez, Food Vendor Committee at JFVC@jemezpuablo.org. The Indian Health Services (IHS), Office of Environmental Health Services (OEHS) will not handle any complaints but, will forward to the Pueblo of Jemez, Food Vendor Committee.

Pueblo of Jemez

Red Rocks Food Vendor Policies and Procedures

Purpose

The purpose of the document is to outline the policies and procedures required to abide by vendors while conducting food preparation and food sales at Red Rocks. It authorizes the Jemez Food Vendor Committee (JFVC) to implement these policies and procedures or revise them as necessary during the year. The JFVC will meet annually prior to the tourist season to revise and review the Red Rocks Food Vendor Policies and Procedures to ensure policies are up to date.

The JFVC consists of eight (8) individuals: Three (3) officers, four (4) committee members and the Pueblo of Jemez 2nd Lieutenant Governor. This committee is empowered to enforce the Red Rocks Food Vendor Policies and Procedures as outlined in this document.

A. ELIGIBILITY REQUIREMENTS

1. All eligible vendors must be enrolled Pueblo of Jemez tribal members.
2. All vendors must be at least 18 years of age.
3. All vendors must attend the Annual Pueblo of Jemez Mandatory Food Vendor's Meeting. The annual meeting may be held in person or virtual at the discretion of the JFVC. The vendor will acknowledge the understanding of the Red Rocks Food Vendor Policies and Procedures outlined in this document by a required signature.
4. All vendors must possess a valid Food Handler's Certification card or certificate issued by IHS/OEHS.
NOTE: At the availability of IHS/OEHS, in-person classroom training is conducted. In addition, on-line training is readily available at: <http://www.ihs.gov/foodhandler>.

B. JEMEZ FOOD VENDOR COMMITTEE (JFVC)

The JFVC's primary responsibility is to enforce the Red Rocks Food Vendor Policies and Procedures and to carry out the penalties as outlined in the document.

1. All vendors are eligible to serve on the committee on a voluntary basis. Interested vendors should notify the JFVC prior to or during the annual mandatory meeting.
2. The JFVC officers shall consist of a President, Vice-President, and Secretary; all of whom shall be selected from within the committee.
3. The JFVC members will serve a 2-year staggered term, except the 2nd Lieutenant Governor of Jemez.

4. The JFVC will perform unannounced inspections at all Red Rocks booths and is authorized to close a booth if the vendor is not abiding by the Red Rocks Food Vendor Policies and Procedures.
5. For volunteering, the JFVC members are entitled to two (2) booth credits of their choosing while serving on the committee. Once the booth credits have been used, the JFVC member must draw for a booth.
6. The JFVC does not permit two or more JFVC members to sell on the same day if using the booth credit.
7. The JFVC members are not authorized to handle any booth payments.
8. All JFVC members must wear their JFVC photo identification card while conducting booth inspections.
9. The JFVC members shall conduct all necessary meetings and food booth drawings.

C. BOOTH DRAWINGS

1. General Information:
 - a. All weekly booth drawings are to be held on Mondays at 7:00 pm at the Jemez Pueblo Civic Center during the tourist season, from May 1 through mid-October. Weekly booth drawings may be held in person or virtual at the discretion of the JFVC. If a holiday or feast day falls on a Monday then the drawing will be held on the following business day. The first drawing for the tourist season will be the first Monday in May.
 - b. At least two (2) JFVC members must be present for the weekly drawings to take place.
 - c. There are two types of drawings, a weekday and a weekend.
 - i. A weekday drawing consists of Monday through Thursday, unless Monday is a holiday. Then the holiday will fall under the weekend drawing.
 - ii. A weekend drawing consists of Friday through Sunday.
NOTE: The July 4th drawing is considered a weekend drawing regardless of the day of the week.
 - d. All booths will be closed Memorial Day weekend (Saturday through Monday), unless otherwise stated.
 - e. Only booths #2 through #6 are eligible for the drawing.
 - f. All food booths located within the Jemez reservation will be closed during and the day after tribal feast days, tribal dances, and religious dances.
 - g. Arts & crafts and harvested foods are not permitted to be sold at food booths. However, they can be sold at designated areas at Red Rocks.

- h. The JFVC, in support of tribal programs and for the safety of our customers, is banning Styrofoam and promoting paper products in our sales. Styrofoam is not biodegradable and is made from fossil fuels and synthetic chemicals which may leach chemicals if in contact with hot and greasy foods.

2. Vendor Information

- a. Vendors must be in attendance at the weekly drawing and possess a valid Food Handler's card or certificate prior to submitting their name. Weekly drawings may be held in-person or virtual at the discretion of the JFVC.
- b. Vendors are only permitted to one weekly drawing per household.
- c. Once a vendor has successfully drawn for a weekend booth, the vendor will be ineligible to draw for a weekend booth for 30 days unless there are available booths during the 3rd round.
- d. Only two alternates will be drawn for weekend food sales due to cancellations or failure to pay booth fee.
- e. If there are less than five (5) vendors at the weekly drawing, they may select a booth of their choosing.
- f. Tribal societies and fundraising groups shall be required to draw for a booth. If additional booths are needed, a second member representing the society/fundraising group must draw for a booth as well. All assistants working the booth must possess a valid Food Handler's Certification card or certificate issued by IHS/OEHS.
- g. During the non-tourist season (Mid-October through April 30) booths will be assigned on a first come, first serve basis by the Finance Department. No drawings will take place.

The following shall be in place during the non-tourist season:

- i. The vendor or representative must present the appropriate Food Handler's Certification card or certificate issued by IHS/OEHS along with the fee at the Finance Department during business hours. Business hours are Monday thru Friday, 8:00 am to 5:00 pm.
- ii. Booths #2 through #6 will be assigned beginning Monday morning and will be assigned throughout the week until all booths are taken. This means you can get a booth on a Tuesday or Wednesday as long as it is available for the day of sale. It is preferable to get the booth on Monday to ensure you get the desired day and booth number.

3. By Tribal Council Proclamation of 2009, booth #1 has been designated to the Walatowa Veterans Association (WVA). This is to provide WVA with a permanent booth for fundraising purposes. All vendors utilizing booth #1 for food sales are required to attend the annual mandatory meeting and attend the weekly booth drawings.
4. Weekly drawings will be held in the following order:
 - Round 1:** Vendors who have not set up on a weekend during the tourist season.
 - Round 2:** Vendors who have set up on a weekend and the 30-day waiting period has passed.
 - Round 3:** Vendors who have set up on a weekend and still in the 30-day waiting period.
(This round is only conducted if booth space is available.)

D. BOOTH FEES & PAYMENT

1. Booth fees are as follows:
 - Monday through Thursday - $\$20.00 + \$5.00 = \$25.00$
 - Friday through Sunday and Holidays - $\$25.00 + \$5.00 = \$30.00$
 - NOTE:** The total booth fee consists of the booth base fee and electricity fee.
2. Payment for all booth fees shall be made at Jemez Pueblo Tribal Administration Office/Finance Department. Payment for booth #1 will be handled by the WVA, thereafter the electricity fee must be made at the Jemez Pueblo Tribal Administration Office/Finance Department.
3. Acceptable forms of payments are: cash, credit or debit cards. Personal checks are not accepted.
4. Reporting issues/complaints regarding JFVC policies to the Finance Department staff is strongly discouraged. Any issues/complaints shall be made in writing to the JFVC@jemezpuablo.org. No verbal complaints will be considered.
5. Vendors that have been assigned a booth at the weekly drawing must pay the booth fee by 5:00 p.m. the following day.
6. Once paid, the Finance Department will issue a receipt stating the vendor's name, booth number, and date of sale. The receipt will be visibly posted at the booth.
7. For the weekend drawing, if a vendor does not pay the booth fee on time, the booth will be considered available for re-assignment to the two alternates drawn.
 - a. It is the responsibility of the alternates to check for availability of the booths by calling the Jemez Pueblo Tribal Administration Office/Finance Department.

- b. Alternates can check for available booths the following day.
- c. If a booth is available, it is up to the alternate to make a payment to reserve the booth.
- d. The JFVC will notify the Finance Department of any booth credits granted.

E. BOOTH CANCELLATION

1. A vendor who intends to cancel their booth assignment due to a non-emergency situation must inform a JFVC member at least two days prior to the date of sale.
2. Requests for cancellations for emergencies (sickness, immediate family illness/death, or COVID-19 related etc.) will be reviewed and approved or disapproved by the JFVC President or Vice-President.
3. If a request for cancellation is approved, the vendor will be provided a booth credit. Booth credits are to be utilized within two (2) weeks from date of drawing. A weekday credit will be used on a weekday, and a weekend credit will be used on a weekend. The vendor must attend the weekly drawing for the week they are rescheduled to sell.
4. Only one (1) booth credit will be authorized for a vendor.
5. No refunds will be issued for booth cancellations.

F. GENERAL RULES

1. The Pueblo of Jemez Red Rocks area is a drug and alcohol-free workplace. No vendor assistants shall be using or be under the influence of alcohol or drugs during food preparation or food sales. Violation of this rule will result in the following:
 - e. For vendor: Immediate closure of booth and a report will be filed with 2nd Lieutenant Governor for an automatic one-year suspension.
 - f. For assistant: Immediate removal from the Red Rocks premises and be placed on probationary status. No future booth sales will be allowed until a determination is made by the JFVC and 2nd Lieutenant Governor. Disciplinary action against the vendor may be made for allowing the assistant to assist while under the influence.

NOTE: The IHS/OEHS will not handle any issues/complaints, but will forward them to the JFVC for action.

2. Vendors must have their booths set up (ready for sales & inspection) by 10:00 a.m. and vendors must have cleaned and vacated the Red Rocks booth area no later than 8:00 p.m. If in violation, a Complaint Form will be filled out by JFVC and be forwarded to the 2nd Lieutenant Governor for determination. The vendor shall be responsible to abide by the Jemez Governor's directive to the set curfew time.

3. A vendor who has been assessed for two or more violations shall be placed on a probationary status and will not be allowed to sell until a final determination has been made by the JFVC and 2nd Lieutenant Governor.
4. All assistants must be at least 12 years of age or older and possess a valid Food Handler's Certification card or certificate issued by IHS/OEHS. Individuals under the age of 18 must have adult supervision.
5. Vendors must display a menu with prices and their booth form issued by the Finance Department in a visible area throughout the day.
6. Vendors must have a hard copy of the Red Rocks Food Vendor Policies and Procedures with them on the day of the sale.
7. All vendors must possess their valid Food Handler's Certification card or certificate issued by IHS/OEHS.
8. No tables are to be set up within the parking area in front of the food booths.
9. No roadside advertising of your food booth.
10. Vendors must have adequate hot and cold holding equipment and thermometers to maintain proper temperatures. Hot foods shall be maintained at 135°F or hotter and cold foods at 41°F or colder.
11. Vendors shall have their own probe thermometer to verify proper internal temperatures for hot and cold food and ambient thermometers to verify proper ambient temperatures for each cold hold units such as ice chests.
NOTE: Refrigerators and freezer units are not allowed to be used at booths.
12. Each vendor must have chlorine bleach and chlorine test strips for sanitization purposes.
13. Each vendor shall have the right equipment and enough clean water for washing hands, and a container with a lid to hold wastewater.
14. Grills (wood fires) and stoves (propane or electric) may be used to make fry bread or heat stews and other foods.
15. Vendors are responsible for proper disposal of their own trash, charcoal, ashes, soapy water, and cooking oil at the end of the day. This includes areas inside and outside the booth. Vendors must ensure that all fire and charcoals are completely out and properly disposed.
16. Equipment for making fry bread must be placed outside the booth wall to prevent grease or oil spillage inside the booth.
17. A barrier must be placed between the grill and booth wall to prevent liquids and oils from spillage on the booth wall.

18. Permanent trash barrels are provided at each booth. The vendor shall be responsible for transporting and proper disposal of trash in barrels after booth use. Do not leave or dispose of trash within the Red Rocks area. Do not empty your trash at the Walatowa Convenience Store (C-Store) trash bins.
19. Report an unclean booth to the JFVC.
20. Due to safety and liability issues, chopping or splitting of firewood is not permitted anywhere near booth area. All wood must be split off-site and placed in a box/bin/container. Any unused wood must be removed from the premises at the end of the day.
21. Vendors shall practice good customer service. Vendors shall be kind and friendly to customers and to neighboring vendors.

****If any of the General Rules are not followed, disciplinary action will be taken****

G. SAFE FOOD HANDLING PRACTICES

1. All vendors must abide by the food handling policies issued by IHS/OEHS Food Handler's training.
 - a. Temperature Control
 - i. Proper Holding Temperatures
 - Hot foods shall be maintained at 135°F or hotter and cold foods at 41°F or colder. Use a probe thermometer to verify proper internal temperatures for hot and cold food and ambient thermometers to verify proper ambient temperatures for each cold hold units such as ice chests.
 - Cooling shall occur within 2 hours from 135°F to 70°F and within a total of 6 hours from 135°F to 41°F or less.
 - ii. Proper Cooking Temperatures
 - Stews 165°F
 - Pork: 145°F
 - Ground Beef: 155°F
 - Tamales 165°F
 - b. Contaminated Equipment/Cross-Contamination

NOTE: If selling tamales, have equipment on-site for cooking or reheating to 165°F and hot holding at 135°F

- i. Different serving utensils shall be used for serving various foods at different temperatures (e.g. spatulas, knives, tongs, ice-scoop). Do not use a utensil more than once to taste food that is to be sold or served.
- ii. Single-use utensils must be stored in a clean and dry area away from food preparation.
- iii. Platforms or tables shall be used to elevate food and paper goods off the ground.
- iv. Store raw meat separately from ready-to-eat (RTE) food, i.e. separate ice chests.
- v. Ensure that you wash your hands when transitioning to another task (especially after working with raw meat).
- vi. Avoid reusing unwashed utensils that were used to process a food with a higher cooking temperature requirement.
- vii. Do not wash vegetables in a food prep basin/sink that was just used to thaw raw meat. Sanitize basin or use another prep sink.

c. Approved Sources

- i. All food must come from an approved source (i.e. no home butchered, home-canned goods).
 - ii. Only prepackaged drinks will be sold.
2. All vendors must sell only the items listed and at the price listed on the attached Food and Price list.
 3. All food items must be freshly baked, stewed or prepared. Food should not be frozen or re-heated for sale. Beans for chili beans must be cooked fresh; canned beans cannot be used. All chili used for chili items must be blended; powdered chili is not allowed.
 4. All meats must be properly cooked prior to serving. Raw hamburger patties must be stored on ice in a separate ice chest to prevent contamination to other food items.
 5. Canned and bottled drinks must be stored on drained ice above the water line.
 6. Condiments should be provided in individual packets or approved dispensers.

H. HYGIENE & SANITATION

1. All vendors and their assistants must follow the hygiene and sanitation practices at all times while vending. The vendor is responsible to ensure all helpers are abiding by the basic hygiene and sanitation practices.
 - a. Food Vendor Health
 - i. Do not prepare food or conduct a food sale if you are sick or have any of the following symptoms related to a foodborne illness:

- Vomiting
- Diarrhea
- An infection
- Open wound or boil

b. Hand Washing

- i. Hand washing station must consist of a water container w/continuous flow spigot (no push button dispensers), paper towels, hand soap, and a waste receptacle.
- ii. Wash hands thoroughly with soap and water for 20 seconds, scrub well between fingers, and always-dry hands with single-use paper towels.
- iii. Wash hands as often as necessary (when soiled) or when switching between tasks to keep them clean.
- iv. Wash hands before preparing or handling any food item.
- v. Wash hands between glove changes.
- vi. Wash hands after: handling any raw products, using the restroom, eating, blowing your nose, coughing or sneezing, handling trash, touching your skin, or handling money.
- vii. Avoid touching eyes, nose, and mouth with bare hands.
- viii. Do not use hand sanitizer when preparing food. This can be available for customers but not for individuals preparing foods.

c. Single-Use Gloves

- i. Single-use gloves are made to be used only once.
- ii. Single-use gloves must be worn at all times when handling food items.
- iii. Use gloves to avoid direct bare hand contact with ready-to-eat foods.
- iv. Avoid touching eyes, nose and mouth while wearing gloves.
- v. Change single-use gloves as soon as they become soiled, torn, before beginning a different task or after handling raw meat.
- vi. **NOTE:** Wearing single-use gloves should be in addition and not a substitute for proper hand hygiene.

d. Personal Hygiene

- i. Maintain clean clothes (e.g. shirt, pants) and personal cleanliness to conduct food preparation and food sales.
- ii. Clean aprons shall be worn at all times, have extras on hand to change dirty aprons. Aprons are to be full bib, half bib are not permitted.

- iii. Do not wear shorts, dresses, sleeveless shirts, or tank tops while conducting food preparation or food sales.
 - iv. Closed-toed shoes must be worn at all times. Sandals, flip-flops or uncovered shoes are not permitted.
 - v. Always have fingernails clean, trimmed, filed, and maintained. Single-use gloves must always be worn with nail polish and false/artificial nails.
 - vi. Long hair must be secured/restrained tightly and pulled back, braided, or in a bun or similar style.
 - vii. Hairnets must be worn at all times. Caps/visors are optional. If applicable, beard nets must be worn.
 - viii. Perfumed or fragranced lotion is not permitted during food preparation and food sale.
 - ix. All types of jewelry (e.g. earrings, bracelets, rings, necklaces, and watches) are not permitted during food preparation and food sale.
 - x. Cell phone usage is prohibited during food preparation and food sales. If a call is to be made move away from the booth to take the call. Upon return to the booth, wash hands thoroughly with soap and water for 20 seconds.
 - xi. During food sales, please represent yourself respectfully and professionally, you are a representation of the Pueblo of Jemez.
- e. Clean & Disinfect
- i. Cleaning equipment must include:
 - Food grade sanitizer solution
 - Sanitizer bucket
 - Cloth wiping towels
 - Test strips
 - ii. A food grade sanitizer must be prepared before the start of service. Ensure it is at the recommended concentration at all times. Mix new solution as it becomes dirty and/or concentration is out of range.
 - Bleach – 50-100 ppm
 - iii. Clean and disinfect workspaces and equipment prior to the start of food preparation and food sales.
 - iv. Food equipment must be properly cleaned and sanitized if washing and re-using on-site. A temporary three (3) compartment dishwashing station is required for washing

utensils or equipment on-site. If not set up for on-site dishwashing, ensure to have extra clean equipment to switch out dirty equipment.

- v. Disinfect high-touch surfaces every 30 minutes or as they become dirty. Frequently disinfect surfaces repeatedly touched by employees or customers every 30 minutes. (e.g. money box, countertops, cell phone- square, and hand washing station).
 - vi. Wear disposable gloves for all cleaning and disinfecting processes including handling trash.
- f. Proper Disposal
- i. Vendors are responsible for proper disposal of their own trash.
 - ii. Garbage cans must have lids and garbage bags.
 - iii. Buckets must have lids for liquid waste to be transported off-site
 - iv. Container must have a lid for grease to be transported off-site.
 - v. Cooking oil may be disposed of at the Walatowa Convenience Store (C-Store). Cooking oil must be clean, not mixed with water or any other fluids. Cooking oil must not have flamed or caught fire.

NOTE: Vendors must sign in at the Walatowa Convenience Store (C-store) when disposing cooking oils. The JFVC will check sign-in sheet every evening.

- g. Safety
- i. ABC type fire extinguisher must be charged and ready for use in case of a fire. Vendors should be aware of proper use of fire extinguisher.
 - ii. Electric cords safely secured and positioned to prevent tripping hazards in the booth.
 - iii. Propane bottles should be secured, cooking equipment located at the rear of the booth with a 4-foot safety perimeter from the public.

I. BOOTH INSPECTIONS AND VIOLATION / PENALTIES

1. The JFVC has the authority to conduct inspections and request on-site corrections or closure of the booth if the vendor is not abiding by the Red Rocks Food Vendor Policies and Procedures. On-site corrections are intended to achieve immediate corrective action. These types of violations are operational and addressed with the vendor at the time of the inspection.
2. Inspections are conducted in accordance with the JFVC Inspection Checklist.
3. If a vendor has a written complaint filed, the complaints will be forwarded to the JFVC and the 2nd Lieutenant Governor to determine if it is a valid or legitimate complaint. If an unfavorable

determination is made; the vendor will be placed on probationary status until a time and date is set by the JFVC.

4. A vendor who has assessed two or more violations will lose their selling privileges until the violations are resolved. The vendor will then be placed on a probationary status and will not be allowed to sell until the committee provides an allowed date.
5. Illegal dumping of trash, cooking oil, wastewater, or other liquids within the Red Rocks area will result in a 30-day suspension.
6. If the vendor assigned to the particular booth is not present at the time of inspection, an eligible alternate can be present. Otherwise, the booth will be shut down until the vendor returns.
7. Vendors who have drawn for a booth, but do not set-up, and no request for cancellation has been made with JFVC, will be cited for failure to set-up. First offense is a verbal warning and second offense will result in a 30-day suspension.
8. If a 30-day suspension is imposed on a weekend vendor, the suspension will begin once the 30-day waiting period as outlined in Section C (4) has lapsed.

J. DISCLAIMER

The Pueblo of Jemez is not responsible or liable for any accidents, personal injuries, lost, stolen or damages to personal property during food sales within the Red Rocks area. Individual vendors are responsible for any damages occurred during their food sale.

Definition of terms:

JFVC: Jemez Food Vendor Committee

Tourist season: May 1 thru Mid-October (same year)

Non-tourist season: Mid-October thru April 30 (next year)

Food Handler's Certification Card: a card you retain after taking a Food Handler's class

Food Handler's Certificate: a certificate you retain after taking the online training course

Drawing period: Thursday-Wednesday (following week)

Single-Use Gloves: gloves made to be used only once.

FOOD VENDOR POLICIES

FOOD PRICE LIST

Effective May 1, 2022, the food items (and associated prices) sold at the Jemez Red Rock Vendor booths will be consistent with the items and prices shown below:

Indian Taco	\$10.00
Enchilada Plate	\$10.00
Bowl of chili stew w/ fry bread	\$10.00
Oven Bread	\$7.00
Tamales	\$6.00
Frito Pie	\$5.00
Pueblo Burger	\$6.00
Burrito	\$5.00
Bowl of stew	\$5.00
Enchilada	\$5.00
Fry Bread	\$5.00
Pies	\$4.00
Raisin Bread	\$5.00
Cookies (5 or more per bag)	\$4.00
Prepackaged Drinks	\$2.00

All food vendors are required to have these Policies and Food & Price list during inspection.

Comment/Complaint Form

Vendor Name: _____
 Date of Sale: _____

Date: _____
 Booth # _____

Date FVC Received
 Comment/Complaint: _____

Comment/Complaint: _____

Date Vendor Was Notified of
 Comment/Complaint: _____
 Vendor Comments: _____

ACTION TAKEN:

	WARNING		_____ DAY SUSPENSION
	ONE YEAR SUSPENSION		OTHER:

COMMENTS:

By signing this document, I acknowledge that I have read, understood, and agree to be bound by the terms and conditions listed above. I also acknowledge that no further situations/instances will occur in the future. If I do not comply, I understand that further disciplinary action and/or suspension will be enforced.

VENDOR SIGNATURE	DATE	FOOD VENDOR COMMITTEE MEMBER SIGNATURE	DATE	2 nd LT. GOVERNOR SIGNATURE	DATE