

COMMUNITY BBQ OPENING PROCEDURE

1. Unfold and assemble gazebo including side walls.
2. Position gazebo against the wall of the store. If unsure of where to place please ask the Manager on Duty for help. Place sandbags on each leg of the canopy.
3. Wheel the BBQ unit under the gazebo as per photo, and assemble.
4. Wipe all surfaces with paper towel and sanitiser (Not BBQ hotplate).
5. Check that water bottle is full for washing and cleaning.
6. Check both gas bottles are full. Only 1 gas bottle is permitted for safety reasons. Gas bottle may need to be obtained from the cage as it is not permitted to be stored within the BBQ unit whilst the unit is packed away.
7. Store Meat products and onions in appropriate place.
8. Place tins underneath the drip pipes to capture oil/fat collection channel.
9. Turn on the gas bottle.
10. Light the BBQ
11. Place the condiments and napkins on serving bench for customer use.
12. Place signage around sausage sizzle area.

COMMUNITY BBQ CLOSING PROCEDURE

1. All Burners must be turned to the off position
2. The gas cylinder valve must be turned off
3. **The oil/fat catchers under the drip pipes must be emptied on completion of each BBQ**
4. Scrape down plate and wipe over with hot water and paper towel
5. When plate is cool, wash with food grade detergent and water and dry with paper towel.
6. Spray BBQ with cooking oil to prevent rust build up
7. All cooked product should be placed in the fridge to cool down before storing in an airtight container – all cooked product are to be removed/taken away at the end of the day
8. All rubbish from the day should be taken away by the community group for disposal. Unused open bags of bread should be taken away or placed in the bin.
9. **BBQ MUST BE CHECKED BY A BUNNINGS TEAM MEMBER PRIOR TO PUTTING THE BBQ AWAY.**
10. **THE BBQ CHECKLIST MUST BE COMPLETED BY A MEMBER OF THE COMMUNITY GROUP AND TO BE LEFT AT THE SERVICE DESK PRIOR TO THE COMMUNITY GROUP LEAVING.**
11. When BBQ is cool (minimum 30 minutes from shut down) – it should be dismantled into mobile position using assembly instructions in reverse order.
12. Padlocks must be locked into place to secure the unit and it should then be wheeled inside the front of the store.
13. The gazebo should be dismantled using the assembly instruction in reverse. It is then placed on top of the BBQ unit and covered