

BUNNINGS BBQ - INFORMATION SHEET

Scouting is a voluntary, educational movement that aims to encourage the development of young people. Fundraising is an essential element of Scouting. At 1st Ermington it allows us to fully support our volunteer leaders by providing a well maintained hall, funds for necessary equipment purchases and equipment maintenance costs, so our youth members can participate in outdoor activities, and provides funds to subsidise major event attendance.

All non-Leader families are rostered onto the BBQ. To assist us with rostering please advise your preferred shift, and let us know if there are shifts you cannot assist with due to other commitments. Please let us know ASAP if your allocated shift is unsuitable so that we can find a replacement family for this shift. This assists us to avoid last minute urgent emails to the Group.

BBQ Shift Requirements

- Scout members in attendance should wear full Scout uniform.
- All volunteers must wear closed in shoes - no open toed shoes, sandals or thongs are permitted. Long hair is to be tied back. Singlets are not allowed and shirts must be worn. The Group also has aprons, please use them.
- No children under 15 are permitted to operate any equipment. Under the Food Handling Act children are not permitted to cook or handle the food at the BBQ. They can take orders/money, transport serving trays and serve drinks.
- All food products either raw or cooked must not be handled with bare hands. People handling food must wear food grade gloves and not handle money.
- Separate equipment must be used for cooked and raw products.
- Cold food should be kept below 5 degrees, hot food kept above 60 degrees.
- Tables and preparation areas must be kept clean and sanitized at all times and regularly wiped down.
- Bread, onions and meat should only be removed from packaging when cooking and only in the amounts required at that time.
- No raw product should be kept uncovered or out of esky prior to cooking.
- All rubbish must be taken back to the Scout hall and placed in our own bins.
- Gas bottles are to be connected and changed by Bunnings staff only. Please ask for assistance if the gas bottle needs changing throughout the day.
- The BBQ Checklist must be completed and is to be left at the Service Desk prior to leaving with funds raised. Cash must be counted and noted on the Checklist.
- Comply with any requests or directions issued by Bunnings staff.

Shift Times

At least two families (consisting of at least one adult per family) are rostered on for each shift. If you are a long-time member, note that Bunnings has changed BBQ operating times in 2019 and the BBQ must be operational by 8.00am, therefore shift times have been altered. We also roster an extra family on the 11.30am – 1.30pm shift to cover the lunch rush.

7.30am - 9.30am	9.30am – 11.30am	11.30am – 1.30pm
1.30pm - 3.30pm	3.30pm – 5.30pm	

Shift Specific Information

7.30am – 9.30am

- Arrive at hall 7.30am sharp and load your vehicle with all the BBQ gear (food, drinks, utensils, accessories, float etc.) all of which will be laid out ready at the hall. Our current BBQ Purchaser/Committee member will be there to help.
- On the way to Bunnings someone needs to purchase 3-4 bags of ice. Any receipts for ice or other expenses are to be left in the cash tin to enable us to reimburse you. Make sure you note your name and contact number on the receipt.
- On arrival at Bunnings, the BBQ & gazebo should already be out the front ready for you to begin set up. If you find this is not the case, please go & ask a Bunnings staff member to assist you.
- Set up BBQ. Refer to COMMUNITY BBQ OPENING PROCEDURE taped to the outside of the BBQ boxes. Make sure you line the fat drip bucket with a plastic bag and newspaper/paper towel, get drinks & meat on ice, set up your workstation. We have 6 brown serving trays (like the ones you see at food courts) that can be used to serve the sausage sandwiches to customers.
- Barbequing **must** begin by 8.00am.

9.30am – 11.30am, 11.30am – 1.30pm and 1.30pm – 3.30pm

- **Current shift to ring someone on the next shift to check on need to bring in any more supplies if needed.** Ice often needs to be replenished throughout the day. A copy of the roster is in the box of cleaning products for the BBQ.
- Please arrive 10 minutes before your shift is due to start to assist with shift hand over. **We may also need the 1.30pm to 3.30pm shift to help transport gear back to the hall or return empty bread trays to the supplier.**
- Bunnings requires that the BBQ be available until 4.00pm. If we sell out of sausages after 3.30pm we can start the closing procedure. If we sell out prior to 3.30pm we are required to obtain more supplies. Call the BBQ Coordinator before running out to see if there are any still in storage at the hall. Otherwise, Aldi Rydalmer and Woolworths Ermington are the closest stores to purchase more sausages.

3.30pm – 5.30pm clean up

- At the end of the final shift for the day, all our BBQ gear & food/drinks is to be packed up into volunteer's cars. **We may need the 1.30 - 3.30pm shift to help transport gear back to the hall or return empty bread trays.**
- The **Bunnings BBQ** is to be cleaned. Refer to COMMUNITY BBQ CLOSING PROCEDURE affixed to the BBQ. We must ensure that the BBQ plate is well cleaned and the BBQ area is left clean and tidy. How well we do this is taken into consideration when we are booking in future BBQs. If necessary, ask Bunnings staff for equipment to scrub the concrete; they can provide a hard broom, bucket and degreaser.
- The BBQ Checklist which is held at the service desk must be completed prior to leaving. We must count up and record the funds raised on this form before we leave. See the BBQ info folder for a copy of the profit sheet to assist you with working this out.
- Please note that when carrying the cash tin you need to lock it so that the tin remains closed.
- Return to the hall, put away food, rinse out eskies, and clean equipment used. Take used aprons, tablecloths and tea towels home for laundering.
- Return the bread crates to supplier.

Thank you for your continued support of 1st Ermington Scouts.