

Yankalilla and District Lions Club BBQ Procedures

Purpose:

- Provide quality, safe catering for customers
- Enable Lions Club members to know what is expected of them and to be safe while volunteering
- Fundraise while providing good value for money

Event Planning

BBQ Coordinator to:

- Determine appropriate marquee for event based on expected throughput of customers e.g. large (6 x 6), medium (6 x 3), small (none)
- For each size marquee, refer to appropriate layout showing location of BBQ trailer, location of small BBQ (if required), work benched and eskies
- Apply for approval from council to operate the BBQ at the event
- Complete the Lions attendance sheet including cold and hot food temperature readings. Return this form to the club historian
- It has been found to be very effective having the nominated back of house and front of house managers involved in the planning process up front and review meeting after the event. This assists process improvements. The degree to which they are involved is typically determined by the size of the event. Big event – very important, small event – discretionary.

Resource Planning

BBQ Coordinator to determine number of people needed to prepare for and carry out BBQ over the period of time including:

People nominated to:

- Put up/take down marquees
- Pick up/clean and return trailer to/from Lions Shed
- Check consumables required and replenished where needed
- Prepare food prior to event e.g. onion slicing, salads

Number of:

- Cooks (maximum 2 hr shifts allowing for breaks if weather hot or for people doing more than one shift)
- People for food preparation
- People for serving
- Cashier

Communication

Resourcing plan and roster to be communicated via email (using existing Excel communication template) to volunteers detailing roster time, assigned role and any other requirements e.g. aprons and gloves must be worn.

Responsibilities

BBQ Coordinator to assign responsibility to nominated person for:

Back of House Management which includes:

- Food hygiene management
- Transfer of food from eskies to BBQ
- Adherence to food handling procedures including production of food being served
- Cleanliness of work surfaces
- Cold and hot storage surfaces

Front of house management/looking after customers which includes:

- Cashier
- Flow of orders from customer to food service
- Quality of food served

Both of these positions report to BBQ Coordinator

Food

- Menu to be determined
- Impact of introducing any new menu items needs to be determined on workflow in tent and on customers receiving it – how will it be managed?
- Encourage people to think about new items including ones not cooked on BBQ e.g. pulled pork cooked in crock pots proved popular.
- Food must be presented in a professional manner which allows it to be easily consumed and handled by the customer without the contents falling out. Items to be considered include folding food container, use of paper plates, paper napkins where appropriate.
- Consumables with use by dates need to be checked, rotated and stored and used as per label instructions

Pricing

- For each BBQ, proposed menu items to be costed and mark up determined and recommended to VP2 for sign off.
- Finalised pricing to be printed on A4 paper for display at the till and on ordering table
- Menu to also be placed on sandwich board outside tent for general display

Purchasing of Supplies

- Required supplies for BBQ to be purchased from local shops where possible
- The BBQ Coordinator will have access to the Clubs account cards for Yankalilla Drakes and/or Normanville Romeos and copies of all invoices for purchases will be handed to the Club Treasurer.

Collection of Foods and Drinks

- These will be collected by nominated people either on the day or the day before BBQ.
- Meat and drinks to be placed in eskies and stored in ice
- People picking up items are usually responsible for transporting to BBQ site.
- At the completion of the event ensure that any remaining products are either frozen promptly for use at following BBQ's or disposed of in an appropriate fashion.

Cleaning of BBQ Equipment

- Back of house manager is responsible for keeping all work surfaces clean to food handling regulation standards during BBQ

- BBQ coordinator responsible for ensuring that BBQ equipment is fully cleaned and returned to Lions Shed in that manner.

Finance and Takings at the Event

BBQ coordinator responsible for:

- Organising float from Treasurer (usually \$200 - \$400 depending on size of event)
- At conclusion of event, reconcile takings (cash and credit) and communicate to Treasurer
- As soon as practicable after event, communicate cash taken, costs incurred and net profit for event via email to club members

BBQ Safety

It is the duty of the Club to ensure the safety of its members while volunteering for the Club by doing all that it can to prevent injury from occurring.

This includes:

- Using BBQ heat shields which need to be placed in front of the burners to stop spread of excess heat on to the operators and the wearing of long sleeve shirts for additional heat protection
- Ensuring breaks are managed for people working on more than one shift
- Having chairs available should they be required.
- Ensure that people remain hydrated.
- Ensuring that First Aid kit is checked, and any missing items replaced.

Food Hygiene

Attached are the current Food Hygiene standards as of Oct 2023, applicable to charities and community organisations operating primarily BBQs.