

## **2008 BBQ Changes and Important Information**

Hi All,

**Below is some information on some changes that have occurred and are to inform you on details to help you understand them.**

### **Operation Time**

The BBQ is expected to be conducted from 9am to 4pm as a national minimum standard. This allows for customers to have the same expectations from all the BBQs, regardless of which store they visit. I kindly request that if groups run out of food items before this time that they purchase more and continue till 4pm. This will also provide groups the opportunity to raise more profits from one days work.

### **Cleaning**

Although many groups leave the BBQ clean, it has become apparent that some groups are un-aware that they need to empty the fat buckets as part of the cleaning procedures. As this has not been mentioned on any of my past information sheets I would like to give instructions that have proven to be a very easy and effective way to empty the buckets.

1. At conclusion of the BBQ take the buckets and place them on the hot hot-plate and allow the fat to melt a little
2. Line a plastic bag with paper towel and pour fat from buckets into the bag.
3. Tie up bag and throw into the bin.
4. Un-screw bolts to loosen metal pipes on which the buckets hang and also put onto the BBQ plate. Let fat melt out, wipe down pipe and place back onto the BBQ.

It's as easy as that. Hope I may have helped out some groups with this little trick.

On an unpleasant note, if the BBQ is continued to be found to be not cleaned efficiently Bunnings will start to require a \$50 cash deposit at the beginning of the day for each BBQ held, and it will be returned at the end of the BBQ upon inspection and determined that the BBQ has been cleaned to an efficient standard. This is a procedure that I am supposed to already have in place but I have felt that it was not necessary for this store. However, as the number of groups that conduct BBQs continues to grow at this store, less care is being taken and consequently this procedure may have to be soon put in place if the BBQ is continued to be found un-satisfactorily cleaned. I find that this procedure will only leave groups having more things on their plate to worry about and I would like to prevent that from happening. So please, clean the BBQ to how you would appreciate finding the BBQ at the beginning of your day.

## **Profits Raised**

Bunnings likes to know how much they are able to help local community groups raise funds for their causes, therefore, it is very important to inform me of the profits raised after each BBQ conducted. I am finding that I am chasing the same groups each month to find out their profits. I must log your profits raised at the end of each month and so therefore need your figures before then. I don't mind if you email me, phone or fax me these figures but I MUST have them. Unfortunately, if groups continue to not forward me their profits, I will be forced to cancel any future BBQs you may have booked in. I know it sounds harsh, but it is very important and I believe that it is not a hard request in which I'm asking.

## **Gazebo**

It is the national standard the Gazebo be erect while the BBQ is operating.

## **Operation**

### **Please ensure the following conditions are adhered to:**

- Pricing – the maximum sell price for a plain Sausage Sizzle is \$2.50, Soft drink cans \$1.50 (\$1.00 is the suggested selling price)
- Bunnings supplied signage only is to be used – please do not tape/hang additional signs or posters to the BBQ unit.
- The Bunnings supplied BBQ and Bunnings supplied gazebo are to be used at all times.
- Community groups are to report to the manager on duty on arrival and departure. Any incidents must be reported to the manager on duty.
- The Sausage Sizzle Operating procedures (Copies attached & located on the BBQ unit) are to be followed at all times.
- Please keep the main building fire door clear at all times if it is located adjacent to the BBQ area (minimum 3 meter egress). Please do not park or use the disabled car parks located close to front of the store.
- All rubbish must be taken with you and not placed into any Bunnings bins. The area is to be left clean and clear of all cooking debris.
- Community group is to notify Bunnings of total funds raised on the day.
- Any additional raffles or fundraising activity is permitted, provided they directly support your community group and total funds to also be reported to activities organiser.

## **Operating Procedure**

- For Safety of all involved, no persons under the age of 15 are permitted to operate any equipment. It is recommended, on the weekend, that between 3 and 5 people work in the BBQ area.
- All persons working on the BBQ and handling food must wear food handling gloves, be fully clothed (shirt and bottoms) and in-closed shoes.

- All food products either raw or cooked should not be handled with bare hands. Separate equipment should 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.
  - Money should be handled by people not cooking or handling the food product.
- Please complete, sign and return the attached confirmation letter which includes a copy of the procedures.
- Long hair should be tied back at all times

That is all for now and I hope that I have perhaps cleared up some un-answered questions. If you are unsure about anything or have any questions please do not hesitate to contact me.

Kind regards,

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