



CHARITY BBQ GUIDE

For many years Wild Rose Co-op has been committed to helping not-for profit organizations in their fundraising efforts by providing a space, equipment and products to create profitable and community involved events.

What is your Community Group Responsible For

Volunteers:

Your community group will need to supply at least four (4) volunteers to run the Charity BBQ event for event at any given time. Positions that will need to be filled are:

- **Cashier-** This volunteer will handle all monies from customers and direct customers to the condiments and drinks.
- **Griller:** This volunteer is responsible for cooking all hamburgers and hot dogs. Do not touch the cooked food with your hands and do not wear latex gloves as they can burn. Must wear a hat when cooking food.
- **Cooked Food Handler:** Take hamburgers/hot dogs from the warming tray and place them into buns. Wear latex gloves and a hat when handling well. Place the prepared food (hamburger/hotdog+bun) in the napkin and hand it to the customer.
- **Floater:** To help during busy periods.

General Cleaning:

General cleaning of the BBQ workspace for the duration of the event. This includes wiping surfaces down, putting away garbage, and recyclables, and cleaning any spills.

End of Event Clean Up:

A thorough clean-up of all BBQ and food supplies, garbage, recyclables, and signage at the end of the event. If the BBQ and supplied items aren't returned in the same condition as at the start of an event a cleaning/replacement fee of \$100 will be deducted from the funds raised.

Advertisement of your event:

To ensure your event is successful good advertising is key. Placing posters around the community, information on local media outlets, promoting on social media platforms, and having volunteered with signage on sidewalks are all ways groups have found to help the success of their BBQs.

Inclement Weather:

Please check the forecast regularly leading up to your event and the day of. It will be up to your group if you wish to proceed with the BBQ, however, it is highly recommended that events DO NOT proceed on days with forecasted extreme heat, rain, and high winds. Events must be canceled if weather warnings are in place for tornadoes, lightning, and extreme heat.

Event Cancellation:

Please ensure you provide us with as much notice as possible if you must cancel your event. We often have waiting lists with many groups who would be able to fill your spot.

What is Wild Rose Co-op is Responsible For

Set up of Equipment:

Set-up up the BBQ, tables, and hand washing station for the event before your arrival.

Cash Tray and Float:

A cash tray, float of bills, and change will be provided when you arrive.

BBQ and Food Supplies:

All BBQ and food supplies required for a successful BBQ event will be provided. Please see the supplies list in this package for a detailed list of all the items provided. SPecialty toppings such as onions are not available due to food handling regulations.

Selling Prices of BBQ Food Items:

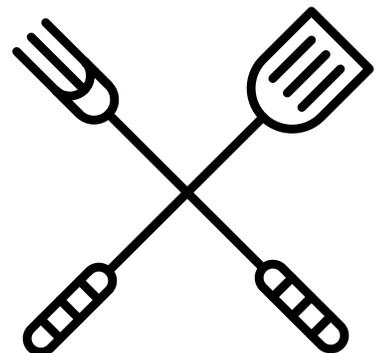
All prices of the BBQ food items will be sold for the set price as determined by Wild Rose Co-op. Prices may increase dependent on the cost of the items.

Payment of Funds Raised:

At the end of the Charity BBQ, the cash tray will be returned to the Grocery Supervisor in the Food Store. The cash tray will then be sent to the Administration Office along with the invoice for the grocery supplies used. The Administration Office will determine the total funds raised by subtracting the float monies, and the food supply costs from the total monies collected during the BBQ. All food supplies are charged at retail cost. The monies raised will be given in the form of a cheque with a statement of earnings and you will be contacted by the Administration Office once ready for pick up.

End of Event Table and BBQ Storage:

All tables and BBQs will be collected and stored by a Co-op Team Member.



Health and Safety Tips

- All volunteers must wear closed-toe shoes for protection.
- Volunteers who are barbecuing/ grilling must not wear latex gloves as the gloves can burn and therefore, are not to handle the food with their hands.
- Volunteers who are handling cooked food must wear latex gloves at all times. Gloves should be changed regularly. If your gloves become contaminated, you must change them before returning to any food handling activities. Change after contact with any potentially contaminated surface such as garbage cans, tables, or BBQ.
- If you consume food, remove your gloves and put on fresh ones before returning to any food handling.
- Volunteers handling cash must not handle food, even once the food is placed on a napkin.
- Ensure that you wear a hat that covers or restrains your hair if you are handling or are near food.
- As with all food, packages of buns cannot be placed directly on the ground. They must be stored at least 6 inches off the ground. Please store it on a table, in a plastic bin, or a cart.
- Try to limit yourself to one responsibility such as money handling, grilling, cooked food handling, etc.
- Use hot, soapy water to clean any table surfaces and containers.
- Remember- frequent hand washing is the most important way to prevent foodborne illness.
- If First Aid is needed, please proceed to the Cashier at the Express Till, and they will page a Team Member who is trained in First Aid to assist.



BBQ Supplies

BBQ Supplies

All supplies will be given to you cleaned and in good working order. Any supplies which are returned uncleaned, missing, or deliberately broke will be subtracted from your money raised. If additional supplies are needed, please proceed to the Express Till Cashier who will page for a Supervisor to gather the items for you. Volunteers may NOT take items from the shelf.

Please use this list to account for the items before and after your BBQ to ensure accuracy. Please check off each item before and after each BBQ.

Item	Before BBQ	After BBQ	Item	Before BBQ	After BBQ
BBQ Lighter			Spoon		
BBQ Brush			Lysol Wipes		
Tongs			Dish Pan		
BBQ Flipper			J-Cloths		
Roast Pan with Cover			Hand Sanitizer		
Knife with Cover			Paper Towel		
Fork			Scrub Sponges		
Garbage Bags			Garbage and Recycling Bag Holders		
Recycle Bags			Aprons (4)		
Latex Gloves			Napkin Holder		
Oven Mitt			Cooler		

**** Please note, should the BBQ and supplies be left in a dirty and unsanitary condition a \$100 cleaning fee will be deducted from your funds raised to cover the costs to the Co-op for ensuring it's cleaned appropriately.****

Food Supplies

All food supplies will be Co-op branded or a substituted brand of the Supervisor's choice if not available. If additional supplies are needed, please proceed to the Express Till Cashier who will page a Supervisor to gather them for you. Volunteers may not take items from the shelf.

- Hamburgers
- Hamburger Buns
- Processed Cheese Slices
- Beef Broth
- Barbeque Sauce
- Napkins
- Conditments (Ketchup, Mustard, Relish)
- Canned Pop
- Bottled Water

Checklist for day of BBQ

Volunteers

Ensure you have appropriate number of volunteers required. At least four volunteers must be available to run the event at all times.

Be on time and ready to start the BBQ on time

Arrive 30 minutes prior to the Charity BBQ start time. All BBQ's run from 11:00am-2:00pm, evening times may be requested.

- Upon arrival please ask the Express Lane Cashier to page the Supervisor who will provide you with your BBQ, Supplies, and Cash Tray with Float.
- Many people are aware the BBQ's start at 11:00am. Arriving at least 30 minutes prior will allow to get set-up and get burgers on the grill so they are ready when customers start to arrive.

General Cleaning

General cleaning of the BBQ workspace for the duration of the event. This includes wiping surfaces down, putting away garbage, and cleaning any spills.

Additional Supplies, Ice and Hot Water

Additional supplies, ice for cooling drinks, and hot water for cleaning the workspace can be gathered for you by a Supervisor. If these items are required please proceed to the Express Till Cashier who will page a Supervisor to gather them for you.

Inclement Weather

Please keep your eye on the sky. The weather can change rapidly so please use your best judgement for continuing with your BBQ if the weather become inclement.

Clean up After BBQ

- Wipe down the BBQ once cooled of all fat/grease/condiments, etc. with the BBQ cleaner provided and a warm cloth.
- Wipe down and close all condiments.
- Gather all supplies in a cart and return to the Express Lane Cashier.
- All garbage is to be placed in a separate card and returned to the Express Lane Cashier. Recyclables may be taken by the group to return for a refund, if not, please place in the cart with the garbage where they will be recycled by the Co-op.
- Have the Express Till Cashier page the Supervisor to gather your cash tray and monies to be processed by the Administration Office.



Wild Rose

Charity BBQ Prices

Hamburger.....	\$4.00
Double Hamburger.....	\$6.00
Cheeseburger.....	\$5.00
Double Cheeseburger.....	\$7.00
Pop/Water.....	\$2.00



CHARITY/COMMUNITY BBQ – Safe Food Handling Practices

Following safe food handling practices are important in making a Charity/Community BBQ a successful event. The steps in this document must be followed by retailers and the organizations hosting the BBQ.

* Ensure proper permit/license (if required) is obtained from your local public health inspector or health region. Many regions require a certified food safe handler (e.g. Foodwise) present during the event.

BOOTH

Setup of tables and equipment should be done with keeping food safety in mind.

1. Set up BBQ and tables in a manner to keep the public protected from hot surfaces or tripping hazards. Only food workers are permitted in the preparation area.
2. Table surfaces should be smooth and easily cleanable. Ensure tables are clean before the start of the event and cleaned often throughout the day.
3. A basin of sanitizer and wiping cloths must be available and used to clean work surfaces. Ensure the sanitizer is at the appropriate concentration (200ppm) and changed often. This will prevent cross contamination and reduce the presence of insects.
4. An adequate hand washing station is provided (e.g. spigotted container with waste basin). Liquid soap, disposable paper towels and instant hand sanitizer are available. Waste water should be disposed of properly into sewer system.
5. Garbage containers are lined with plastic bags. Empty garbage frequently to minimize insect/pest activity.

FOOD HANDLING AND STORAGE

Following good personal hygiene and sanitation practices are essential to ensure safe food preparation.

1. All food served must be from approved sources. It is recommended that precooked burgers, hot dogs or precooked smokies are used for the BBQ's. (See instructions in step #8 if raw burgers are used)
2. All food should be protected from cross contamination at all times. **KEEP RAW PRODUCT SEPARATE FROM COOKED PRODUCT.** This includes protection from dust, dirt, pests, insects, etc.
3. Perishable food is kept at 4°C (40°F). Minimal amounts of perishable product can be kept in a cooler with ice. The majority of perishable products should be kept under refrigeration until it required.
4. Food handlers should wear clean clothing, hair is under control (tied back, hat or hairnets), do not have open wounds or cuts on hands, and are not sick. No smoking, chewing gum, or eating is permitted when handling food.
5. All food handlers must routinely wash and sanitize hands throughout the BBQ. Disposable gloves must also be worn by all food handlers (including cooks).

6. Prevent cross contamination – Use different utensils and containers for handling raw and cooked product; have different workers designated as food handlers, cooks and cashiers.
7. Avoid direct hand contact with raw and ready to serve foods. Use clean disposable gloves, tongs, or napkins to handle food (do not use the same gloves to handle raw and cooked food).
8. Use a food thermometer to ensure fully cooked burgers/smokies/etc are cooked to 74°C (165°F). Store cooked burgers, wieners or smokies in a covered foil roaster and keep on a heated surface. **Temperature of cooked product must be held at 60°C (140°F) or higher.** Clean thermometer between uses.

RAW BURGER PREPARATION:

- ❖ Sufficient equipment (utensils, food contact surfaces, etc) is required to keep raw burgers separate from cooked products.
 - ❖ Ensure the BBQ is heated to the appropriate temperature as per recommended cooking direction.
 - ❖ Follow cooking directions provided for the product.
 - ❖ Check temperature of burgers with a probe thermometer, ensuring internal temperature of **71°C (160°F)**. Clean thermometer with alcohol swab between each use.
 - ❖ Store cooked burgers in a covered roaster oven kept on the BBQ and maintained at **60°C (140°F) or higher.**
9. Single serve disposable utensils and plates are used to serve. Re-use is prohibited. All self service condiments must be dispensed from approved containers (e.g. pumps, squeeze containers, individually packaged).
 10. Cleaning and sanitizing of all equipment and utensils at the end of the BBQ must be done in a 2 or 3 compartment sink following proper procedures.

For additional information or questions contact Lisa Sparrow-Moellenbeck, Food Safety Manager, FCL Home Office (l.sparrow-moellenbeck@fcl.ca or 306-649-5107).