

COMMUNITY BBQ

HANDBOOK



Wild Rose Co-op is committed to helping not-for-profit organizations in their fundraising efforts by providing space, equipment, and opportunities.

2024

What is your Community Group Responsible For

Volunteers:

Your community group will need to supply at least four (4) volunteers to run the Community BBQ event for the 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 signage on sidewalks are all ways groups have found to help the success of their BBQs.

Incident Weather:

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

Event Cancellation:

Please 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 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 BBQ food items will be sold for the set price as determined by Wild Rose Co-op. Prices may increase depending 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. Please note payment to the group from the BBQ can take up to two weeks to process.

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.

BBQ Lighter	Spoon
*BBQ Brush	Lyson Wipes
*Tongs	Dish Pan
*BBQ Flipper	Cloths
Roasting pan with cover	Hand Sanitizer
Knife	Paper Towel
Fork	Gargage and recycling bag holders
Garbage Bags	Aprons
Latex Gloves	*Napkin holder
*Oven Mitt	*Cooler
*Paddywhacker	

**** 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. Any supplies with a star beside that are not returned at the end of the BBQ will be billed accordingly for replacement.****

Food Supplies

All food supplies will be Co-op branded or a substiuted 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

Community BBQ Prices

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

**Today's Community BBQ is
in support of _____**