



Cake Curator's Manual

Objectives

1. To increase community engagement and wellbeing through hosting a shared meeting space
2. To recover our costs

Outline approach

The Beech Village Coffee and Cake shop will:

1. Be implemented in a phased approach. We will ramp up opening hours and the range of offerings in-line with demand and our capabilities (volunteers and skills)
2. Be funded by
 - a. a fundraising campaign to increase community buy in and engagement
 - b. EHDC Supporting Communities Grant
 - c. BVH charity reserves
3. Be run by volunteers
4. Be open to all and proactive in creating local support groups
5. Provide a safe space for conversation and support with:
 - a. Fresh coffee, tea and home-made cakes
 - b. Simple lunches
6. Be economically viable, serving at least 10 customers per week when fully operational against a minimum market assessment of 15 per week.
7. Run in the Hall Lounge/Bar with tables inside and outside on weekdays only
8. Be subject to a set of Operating Principles

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Summary

<p>Coffee Shop Committee (appointed by BVH MC) (maintain the overall menu plan)</p>	<p>Coffee Shop Steward (AM / PM) (prepare, organize and run the day)</p>	
	<p>Cake Curator (prepare the cakes and deliver on the day)</p> <ol style="list-style-type: none"> 1. Prepare and deliver the cakes and pastries in the mornings 2. Provide list of ingredients and use by dates 3. Comply with our Health and Safety and Food Hygiene policies 	<p>Coffee Grinder (smile and serve a 3 hour shift)</p>
	<p>Volunteer team leader (maintain overall schedule and skills of the team)</p>	
<p>Bar manager (maintain the stock levels and point of sale system)</p>		

Your cakes

What to bake and how much?

We are learning so this advice will change!

1. We suggest you discuss with us first, so you can establish if it's just you baking for the day or you will share the baking with someone else.
2. We want to bake enough to have fresh cakes for all our guests... but we don't know how many will come. We will plan on 20 people to start. So, we think we need:
 - a. 2-3 cakes
 - b. 1 tray of Brownies or similar
 - c. 1 dozen Flapjacks or biscuits
3. We want you to bake what you like baking!
 - a. For example; Lemon, drizzle, Coffee, Chocolate, Carrot or Ginger
 - b. We should try and avoid NUTS

Costs

We will charge our guests at the coffee shop but our objective is not to make profit. We want to encourage conversation and recover our costs.

We will reimburse you for your costs. Please let us know how much it cost and send us an email with your banking details and costs so that we can reimburse you.

When?

You can choose how frequently you bake. We will ask you to sign up to bake on a specific Thursday and deliver the cakes to the village hall on the Friday morning between 0900 and 1000.

Preparation and baking

In advance

If you have not already done so please go to this [web page](#) to sign up as a Volunteer!

1. Once you have signed up click on this link to our [Beech Coffee and Cake](#) Google Calendar where you can see the schedule for baking and where there are empty slots that need bakers!
2. Decide which dates you would like to bake and drop us an email (bookings@beechvillage.org.uk)
3. We will then send you calendar requests for your baking days so you can put these in your own diary as a reminder.

Prepare

Baking cakes and serving in a busy coffee shop is fun and fulfilling but you do need to know the basics and as we are a registered Food Business we do need to conform to the Food Standard Agencies requirements. Listed below are the subjects you will need to understand and how you can get up to speed:

Subject	What	How
Food hygiene	Handwashing Cleaning effectively	FSA handwashing video FSA Cleaning video
	Document and handle enquiries about allergens in our products	Review list of allergens: FSA Allergens
	Conformance FSA Food Hygiene standards	Review and complete the following sections of this document before you bake: Food hygiene assessment: 1. Cross contamination 2. Transportation 3. Cleaning 4. Chilling 5. Cooking and reheating
Accidents	Know how to handle an accident	Read our accident and emergency poster Locate first aid box Record and report problems

Before your baking

- Make sure you are fit and well. Please let us know if you are not feeling well!
- Complete and/or update your [Food Hygiene assessment](#) document (below)
- Buy your ingredients

Start of baking

- Wash your hands
- Clean all surfaces and utensils you will use in the baking process
- Put on a clean apron
- Check your hands for cuts and cover with a plaster

End of baking

- Provide us with the ingredients list and date of baking. By completing the '[Baking sheet](#)'
 - The Baking sheet will be made available to customers on request
- Deliver your products to the village hall between 0900 and 1000 on the Friday morning along with the Baking Sheet
- Help us write this up on the Coffee Shop chalkboard
- Let us reimburse you for your costs. Please complete the online form:
www.beechvillage.org.uk/bee-ch-coffee-and-cake-expense-claim/

Baking Sheet

Name of baker:	
Date:	

Product	List of ingredients	List of any allergens processed in the same space in the previous 24 hours

We appreciate that allergens and intolerances are an extremely important issue and this is something we take great care in when it comes to providing our customers with information.

When it comes to products made by our home bakers, there may be a risk of possible cross contamination due to products being prepared in an open environment. Please be assured that we always try to ensure proper labelling and signage is available to warn customers BUT we cannot guarantee the absence of allergens in these products.

Therefore, we advise customers with allergies to avoid all of our home baked products.

Food hygiene assessment

Name of baker:	
Date:	

Cross contamination

The spread of bacteria around the kitchen and onto food can result in illness.

HAZARD	CONTROL
<p>People can carry bacteria on their bodies including hands</p>	<p>Washing hands effectively can help prevent the spread of harmful bacteria. <i>Always wash your hands before handling food and:</i></p> <ul style="list-style-type: none"> • After going to the toilet • After changing nappies, handling potties etc • After handling rubbish • After touching uncooked meat • After handling or feeding pets. • After coughing, sneezing or blowing your nose

Where do you wash your hands?

What type of soap do you use?

What do you dry your hands with?

<p>Cloths can easily spread bacteria in the kitchen.</p>	<p>Use 'single use' clothes wherever possible. If you use reusable cloths, then; -</p> <ul style="list-style-type: none"> • Always use a new or clean cloth to clean surfaces or utensils that will be used for ready to eat foods. • If a cloth is used for uncooked meat or eggs it should be removed for washing. • Wash or disinfect cloths and fabric hand towels every day, either on a hot cycle in the washing machine, or by hand using a disinfectant and hot water.
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What type of cloths do you use and for which tasks?

How do you clean and disinfect your cloths?

<p>Uncooked and Ready to Eat Foods must be kept separate to prevent harmful bacteria from spreading.</p> <p>If you are storing food that you will be using for your food business in your domestic fridge, you must ensure it does not become contaminated.</p>	<ul style="list-style-type: none"> • Keep food covered in the fridge. • Ensure that uncooked food is stored at the bottom of the fridge below ready to eat foods. • Prepare uncooked and ready to eat foods separately. Do not use the same chopping board, work surface or knives unless they have been thoroughly cleaned and disinfected between the different foods.
<p>Domestic Activities can cause the spread of harmful bacteria</p>	<ul style="list-style-type: none"> • Doing the laundry and caring for pets, including feeding, should not be carried out whilst you are handling or preparing food; • Ensure that soiled and wet nappies are not brought into the kitchen whilst food is being prepared.
<p>Food Allergy and Intolerance. If someone asks if a cake contains a certain food, check all the ingredients in the cake and what they contain as well as what you use to cook the cake. Never guess.</p>	<ul style="list-style-type: none"> • The following ingredients must be identified as allergens: - • Peanuts, Nuts, Milk, Eggs, Fish, Shellfish, Soya, Gluten, Sesame seeds, Celery, Mustard, Sulphur Dioxide.
<p>How do you ensure that customers are aware of any of the food which causes an allergic reaction?</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
<p>Pests such as flies, cockroaches, rats, mice and food storage beetles can spread harmful bacteria onto food.</p>	<ul style="list-style-type: none"> • Make sure that pests cannot get into your kitchen. • Keep lids on internal and external bins. Ensure bins are washed out regularly. • If pests get into the kitchen throw away any food that they came into contact with. • If you think you have an infestation of pests seek professional advice.
<p>ILLNESS AND FITNESS TO WORK</p> <p>Do not prepare or serve food if you are suffering from diarrhoea and/or vomiting. Do not prepare or serve food again until 48hours after symptoms have stopped. If you employ other staff, you must make sure that they know about reporting of illnesses. It is therefore recommended that you draw up a written sickness procedure or policy if you have staff</p>	

Transportation	
<p>Are foods transported? If so how is this done?</p>	

Cleaning

Proper cleaning ensures that food debris is removed, and harmful bacteria are killed.

HAZARD	CONTROL
<ul style="list-style-type: none"> • Food debris may contain harmful bacteria and if left around it can attract pests. • Harmful bacteria can remain on equipment, utensils, surfaces and hands. 	<ul style="list-style-type: none"> • Ensure food debris is cleaned up • Follow the manufacturers instructions on how to use their cleaning products Use a suitable anti-bacterial cleaner, the multi surface cleaners are good.
<p>Areas needing special attention:</p> <ul style="list-style-type: none"> • Eating areas • Floors • Fridges • Work surfaces and equipment that come into contact with food (e.g. worktops, chopping boards, knives, taps, microwave, cupboard handles) • Any surfaces possibly contaminated by pets. 	
<p>What cleaning products do you use?</p>	
<p>Where do you use them?</p>	
<p>Cleaning tasks?</p>	<p>Daily:</p>
	<p>Weekly:</p>
	<p>Monthly:</p>

Chilling:

Some foods have to be kept cold to prevent harmful bacteria from growing.

HAZARD	CONTROL
<p>Storage High risk foods such as dairy products, cooked foods, food with use by dates and those with “keep refrigerated” on the label must be kept cold enough to make sure that harmful bacteria does not grow.</p>	<ul style="list-style-type: none"> • Your fridge should be kept between 0°C and 8°C. • High risk foods should be kept in the fridge until they are needed.

How do you ensure that food is kept at a safe temperature? What high risk foods do you use?

How do you ensure that you do not use food that is past its “use by” date?


Cooking and reheating

Harmful bacteria are killed when food is cooked properly.

HAZARD	CONTROL
<p>Cooking. Harmful bacteria may survive the cooking process if the food does not reach a sufficiently high temperature.</p> <p>Eggs – Some foods such as meringue and mousse may contain raw eggs which will not be cooked. If you provide these foods, please state below methods used to ensure these types of dishes are safe to eat.</p>	<p>There are various methods used to ensure cakes are adequately cooked.</p>


How do you ensure food is cooked thoroughly?

Our shared calendar


<p>We have set up a Google Calendar so we can manage the schedule of who is doing what and when for the Coffee shop. The calendar is available on the iPads in the Coffee shop by clicking on the calendar logo.</p>	
<p>To access the calendar from your own device: Email bookings@beechvillage.org.uk</p>	

Our Food Hygiene policy and records

We use the Safer Food Better Business Plus app to document our policy and maintain our records for Food Hygiene.

<p>We have set up SFBB+ to hold the Beech Coffee and Cake Food Hygiene policy and our day to records for Food Hygiene including:</p> <ul style="list-style-type: none"> • Training records • Food hygiene assessments • Daily and weekly diary sheets 	
<p>We would normally expect only volunteers performing the Coffee Shop Steward role to require access to SFBB+ To access SFBB+ 1. Download the SFBB+ app to your phone or tablet from the app store 2. Signin and create a user profile (do not subscribe) Email bookings@beechvillage.org.uk requested access to SFBB+</p>	

Our document library: OneDrive

<p>The Charity uses Microsoft OneDrive to securely store its documents including our policies, procedures and instructions such as this manual. We have set up the OneDrive account and access under the bookings@beechvillage.org.uk account on the two Point of Sales iPads in the village hall lounge. To access:</p> <ul style="list-style-type: none"> • Coffee Grinder manual • Shop Steward manual • List of ingredients <p>Click on the OneDrive icon on the iPad in the lounge/bar</p>	
<p>To access OneDrive from your own device you require:</p> <ol style="list-style-type: none"> 1. Either a browser or the OneDrive app (downloadable from app store) 2. A Microsoft account: link to microsoft 3. Authority for your Microsoft account to have ‘shared’ access to the appropriate folders in the Charities OneDrive file system <p>Please email bookings@beechvillage.org.uk with the name of your Microsoft account (normally your email address) to request access</p>	