

THINGS TO CONSIDER WHEN PREPARING FOR A CAKE SALE

GENERAL

1. Always obtain prior approval e.g. Head of School, or person in charge of the space.
2. Check the area you are setting up is available (i.e. do you need to formally book it).
3. Set up away from established catering outlets.
4. Ensure everybody involved is aware of the basic food safety and set up requirements below.

SERVING FOOD

- Only serve low risk food that can be stored and served safely at room temperature.
- Never serve food that requires heating or that needs to be kept chilled / frozen.
- Once prepared store and transport cakes etc. in clean, sealable containers (keep away from other raw products).
- **Provide details of all food ingredients - have food packaging available.**
- **LABEL foods that contain 'allergens' eg peanuts, nuts, milk, gluten.**
- Have 'non-taint' antibacterial hand wipes / gels available.
- Try to cover food and serve guests rather than let them handle food themselves
- Use tongs, if possible to handle food. Do not handle with bare hands.
- Place food in napkins, paper bags or on a paper / re-usable plate.
- Dispose of all leftover food (unless still sealed) at the end.
- Follow the general servers guidance below:

BASIC FOOD HYGIENE – SERVERS MUST:

- **NEVER** prepare or serve food if have an upset stomach or have had one in the previous 48 hours.
- Regularly wash hands in warm water and soap or use 'non-taint' (food safe) antibacterial hand wipes / gels.
- **ALWAYS** wash hands after going to the toilet, sneezing, coughing, handling rubbish, clearing spills etc.
- Cough, sneeze into a tissue – 'bag it and bin it'.
- Tie long hair back.
- Make sure sleeves, bracelets etc can't trail in food.
- Cover cuts etc on hands with waterproof, blue plasters.

SETTING UP – INCLUDES SERVING DRINKS:

- Ask for help when moving tables making sure the table is:
 - Set up on a level surface and is not obstructing walkways, doors or Fire Exits.
 - Strong enough to take the weight of the items on it eg filled urn, cups.
 - As near to a power supply (if using electrical equipment) as possible.
- Work out where you will get 'drinking' water and how you will transfer it.
- Make sure you have paper towels to clear up spills and bins for rubbish.
- Look at equipment to make sure it is:
 - Clean and in good condition.
 - Suitable ie recyclable, disposable cups designed to hold hot drinks.

IF USING ELECTRICAL EQUIPMENT:

- Check kettles, urns, extension leads etc are in good condition and PAT Tested.
- Try to plug urns / kettles directly into the wall socket.
- Extension leads **MUST BE 13 AMP** with a short as possible lead (coiled leads must be fully unwound).
- Items must be place away from where they could be knocked or create damage, eg steam from urns can warp wooden panels / paintings.
- Position electrical cables safely ie not creating a trip hazard.
- Check anything you are placing urns / kettles on can take the weight of the filled items.
- Allow kettles / urns to cool before emptying. If using an urn decant the cooled water first into a suitable container before moving.