

Students' Union Bake Sales: Guidelines for Home Baking

These are some basic guidelines for the safe preparation, cooking and handling of cakes & biscuits for sale/consumption on Students' Union premises.

The food you are preparing, cooking and selling will be consumed by the public and therefore it is important that the food is hygienically handled and safe to eat.

A: Protective Clothing and Personal Hygiene Standards

- Protective clothing is worn to protect the food from contamination from external sources such as human hair, pet hair, dust, etc. It is sufficient to wear a clean top/tee shirt and a clean apron.
- Tie or clip back long hair/long fringes to prevent you touching your hair and then touching the food and to prevent any hair from dropping into the food.
- Nails should ideally be short but as long as they're clean then that's fine; no nail varnish please as this could chip off into the food.
- Jewellery should be kept to a minimum, take all jewellery off if possible, specifically rings, bracelets, watches.
- Hands must be washed before starting the preparation, after handling raw eggs, after visiting the toilet; after touching face/nose/mouth/hair/blowing nose, after smoking and after handling money.
- Any cuts on hands must be fully covered with a clean plaster.

B: Safe Preparation and Cooking

- All surfaces to be worked on should be wiped down with hot water, detergent and a clean cloth and dried before starting the preparation.
- All equipment to be used during preparation, cooking, transportation and serving should be clean and solely for food use.
- Ingredients should be purchased from a reputable supplier (such as a supermarket) and be well within 'Use by' or 'Sell by' dates. The storage of these ingredients should be as instructed on the packaging i.e.: butter should be kept in the fridge; flour should be kept in a cool dry environment.
- When preparing the ingredients/mixture do not dip fingers into food to test its flavour/quality use a spoon and wash it before using it to taste the food again.

C: Storage, Transportation and Sale Day

- When cakes/biscuits are baked, cool fully in a safe, clean environment and store in a clean container, clean disposable bags or tin foil for protection during transportation.
- On the day of the cake sale display cakes on clean plates/trays and keep covered as much as possible. Serve using tongs if available if not a clean disposable plastic glove is fine to cover hands. Hands as usual should be clean; all the personal hygiene rules still apply.
- Don't forget money is very dirty so if possible one person should handle the coins and another the food.

- Think about the service of the cakes, do you need bags, napkins, kitchen roll; if so you will need to make sure you bring plenty for the day of the cake sale.
- The Bake Sale Disclaimer / Stall Notice should be clearly displayed on the sale table along with a copy of these Guidelines which must be read and signed by the organiser of the sale.

NOTE : It's also worth thinking about purchasing ready made cakes, biscuits from a supermarket, Aldi, Netto, Tesco, Lidl, etc sell reasonably priced items which can still be sold at a small profit. These may even work out to be cheaper than homemade cakes after taking into account purchasing all the separate ingredients, fuel cost to cook and your time spent baking!

Organiser name:.....

Society/Club:.....

I have read and understand the above guidelines which will be available on the stall should they be required. I agree to display the Bake Sale Disclaimer / Stall Notice.

Please Tick

Signed:.....

Date of Event:.....

Location of Event:.....