



Murrumbateman Field Days Catering Policy (April 2009 v1)

Our Aim

Our aim is to help each of our members optimize its profit and best fit within the overall business of the Field Days. This may involve some compromise between members' and authorities', vendors', sponsors' and other requirements.

Membership and Costs

- Membership is open to any local not-for-profit community group.
- Any new applicant will have an equal right to join with existing groups.
- Commercial food outlets are **not** planned at present: - as long as we can provide the necessary service within our community groups.
- Membership costs \$400 **per group** -not per site- comprising \$100 (refundable if site clean on its return) and \$300 for accommodation and a suitable amount of hire equipment.
- Member Volunteer entry passes -\$10.00 per person
- FDM will maintain and distribute a current contact list of all members

Service Provided

- We will provide catering services as determined by the group (per their traditional menu)

Meetings

- Planning meetings will be in March, June, and August as a minimum.
- A wash-up in November will review our performance and consider issues and ideas for improvement, including (1) "do we need to change our catering process?" e.g.: more/better sites/menus. (2) Is our policy adequate?

Member's Responsibilities

- Apply for its site as per all the MFD conditions, except as noted in this policy.
- List its **selected nominee** as **the** point of contact to/from the Catering Coordinator for their group.
- List a nominee back up, to deputise as needed.
- Organise all **hire** equipment through FDM (as per supplier's contract)
- Prepare & handle food and maintain personal hygiene per "safe handling sheet".
- Organise a licensed electrician to tag all electrical cords and appliances prior to the Field Days.



- Use standard “Food Site” Signage to display their menu.
- May promote and recruit with suitable banners, signage and brochures etc.
- Direct and document all incidents to the Catering Coordinator; (mobile: 0431829134)

Nominees’ responsibilities

- Both nominees should attend each planning meeting and the wash-up meeting.
- Both nominees need to be available for the field days.
- The selected nominee is responsible to Coordinate their group, and
 - Liaise with the Catering Coordinator and other groups,
 - Complete the necessary paperwork: Site Application, Incident Reports; Risk Assessment; Site Layout and Stores and Electrical list etc:
 - Brief all your site staff of the MFD terms and conditions and emergency procedures.
- The back-up nominee is responsible to assist in site application, receive all emails for information and deputise in the absence of the selected nominee.

FDM Responsibilities

- FDM or her delegate will chair and minute meetings.
- FDM has power of veto.
- Appoint and oversee the Catering Coordinator whose role is to assist the Members achieve the aim and coordinate information to and from the FDM.
- Where possible, co-locate Lions (drinks-water) kiosks with each food site.
- Arrange for a hand-drawn map of sites for vendor use and file records appropriately.
- Include summary of the minutes in the monthly FDM report to MABPA.
- Mark Catering sites and Water on the map handed to patrons.
- Provide Members with emergency procedures and stores and the “safe handling sheet”.
- Review and maintain this policy

Policy Endorsed

Field Days Manager

April 2009

Safety and Risk Awareness



- Your Field days' site is a workplace therefore Occupational Health and Safety legislation issues apply.
- The Field Days' management reserves the right to inspect your site at any stage and ask you to rectify anything it believes to be a hazard.

Identified Risk	Risk Solution
<p>Fire Hazards: List items which may cause or exacerbate a fire hazard.</p>	<p>List solutions to each identified hazard that will be initiated at the Field Days to minimise the risk.</p>
<p>Trips, slips & falls: List items or practices which may cause or exacerbate the hazard e.g. slippery surfaces, ropes, pegs and unstable objects.</p>	<p>List solutions to each identified hazard that will be initiated at the Field Days to minimise the risk.</p>
<p>Equipment: List items or practices which may cause or exacerbate the hazard e.g. stationary, mobile equipment and any dangerous components including sharp objects, hot objects.</p>	<p>List solutions to each identified hazard that will be initiated at the Field Days to minimise the risk.</p>
<p>Dangerous goods, hazardous substances & chemicals: List any items or practices which may cause or exacerbate the hazard.</p>	<p>List solutions to each identified hazard that will be initiated at the Field Days to minimise the risk.</p>
<p>Other hazards: List any additional hazards your site may contain e.g. food poisoning.</p>	<p>List solutions to each identified hazard that will be initiated at the Field Days to minimise the risk.</p>



SAFE FOOD HANDLING

Murrumbateman Field Days Management and Yass Valley Council require caterers to carry out food preparation and service in a safe manner to prevent cross contamination and food-borne illness.

Guidelines to be followed:

- Use single use (disposable) cutlery, cups, bowls and plates.
- Basic hand washing facilities are to be supplied at each catering site –as a minimum a bowl containing fresh water (regularly changed), antibacterial hand wash/soap, disposable paper towels and bin.
- Food handlers to wash hands regularly, as a minimum whenever the possibility of contamination occurs –including after blowing nose, changing from raw to cooked products, handling money.
- Food handlers to use hand wash facilities available at toilets after using the toilets.
- In addition to regular, thorough hand washing, food handlers are to use disposable food handling gloves that are changed regularly.
- Food handlers should not handle cash.
- Cold foods are to be stored below 5 degrees Celsius, hot foods above 60 degrees Celsius.

Should you have any queries please do not hesitate to contact the Catering Coordinator, listed below.

Frank Romano

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