



## Introduction

This policy outlines the procedures and standards for volunteers who wish to bake and donate cakes for sale at Knowstone Parish Hall. The aim is to ensure that all cakes are produced safely, hygienically, and in accordance with relevant food safety regulations, while fostering community spirit and supporting fundraising activities. This policy applies to all volunteers baking cakes for any event or regular sales held at the village hall.

## General Requirements

1. All cakes must be home-made or prepared in a clean and hygienic environment.
2. Volunteers must read and adhere to this policy before baking cakes for donation.
3. The ingredients and any potential allergens must be shared with the trustees prior to sale.

## Food Safety and Hygiene

1. Volunteers must wash hands thoroughly before and during food preparation.
2. All equipment and surfaces used must be cleaned and sanitised prior to use.
3. Raw ingredients should be fresh and sourced from reputable suppliers.
4. Eggs must be date-checked and not used if past their best-before date.
5. Milk, butter, and other perishables must be refrigerated until used.
6. Baked cakes should be cooled on clean racks and stored in clean containers.
7. If cakes contain nuts, dairy, gluten, or other common allergens, this must be clearly stated on a label.
8. Volunteers should avoid baking if they are unwell, particularly with symptoms of stomach upset, coughs, or colds.

## Labelling and Allergens

1. Each cakes ingredients must be shared with the trustees prior to the sale of the cake.
2. Highlight the presence of any allergens, such as:
  - a. Nuts
  - b. Eggs
  - c. Dairy
  - d. Gluten
  - e. Soya
  - f. Other known allergens
3. If a cake is suitable for vegetarians or vegans, please state this clearly.



## Packaging and Delivery

1. Cakes should be securely wrapped or placed in containers to prevent contamination during transport.
2. All cakes must be delivered to the village hall by the agreed time, preferably on the morning of the sale.
3. Upon arrival, cakes will be checked by the event organiser ensuring that ingredients have been shared and packaging requirements have been met.

## Sale and Display

1. Cakes will be sold by volunteers or committee trustees.
2. Any cakes not meeting the policy requirements may not be offered for sale.

## Record Keeping

1. Volunteers are requested to provide their name and contact details when donating cakes.
2. A record of all donations and sales will be kept for accountability and food safety purposes.

## Compliance

Failure to comply with these procedures may result in cakes not being accepted for sale. This policy is designed to ensure the health and safety of all participants and customers, and to uphold the reputation of the village hall events.

## Procedure Review

This procedure will be reviewed annually by the Hall Committee, or sooner if significant changes occur to the premises or legislation. This procedure applies to all users, hirers, staff, and visitors of Knowstone Parish Hall.

Approved by the committee (05/26):	Next review due (27):
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