

QG | QUT GUILD



INTRO— DUCTION



This is a guide on how to run a Guild Barbeque for your club. It is designed to be clear and universal – any member of your club should be able to read this and be able to run a barbeque safely, sanitarily, and successfully. This guide has been recreated in accordance with the new permanent Guild BBQ's at, Gardens Point D Block Concourse, and Kelvin Grove C Block Pathway.

USEFUL CONTACTS

Vice President - Campus Culture

E campusculture@qutguild.com

Clubs Coordinator - Jon Orchard

E clubs@qutguild.com

P 3138 2928

GENERAL BBQ INFORMATION

BOOKING A BBQ

To apply for a barbeque a club executive should complete the jotform, filling out their preferred BBQ date and campus. In the jotform there is a link to check the availability of the BBQ. Please check availability before submitting the form. While we will try to best accommodate your preference please note that scheduling is a first in first served basis, so it is best to be prepared and organised.

WHAT TO BRING

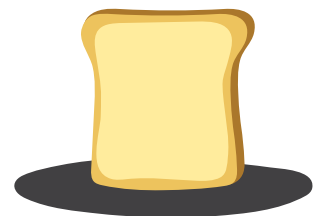
We will provide you with the barbeque and all utensils. You will be required to provide the consumables for your barbeque. Please see the example list below.



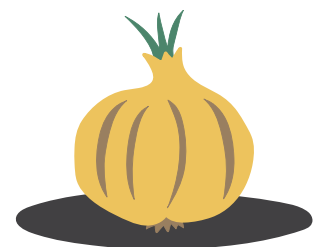
SAUSAGES



SAUCE



BREAD



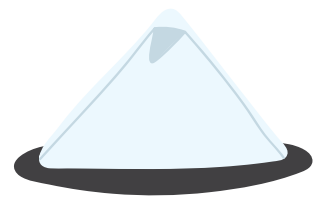
ONIONS



ICE



DRINKS



NAPKINS

KG EQUIPMENT

LOCATION

At Kelvin Grove everything you need is located in the QUT Guild offices, in C block level 2, C201. To access the offices, enter C block and take the lift near the entrance or the stairs down to level 2. Once you reach the offices a Guild member will show you where the equipment is located and give you the BBQ key.

GP EQUIPMENT

LOCATION

At Gardens Point the equipment is located in the club store room in X block, level 2. To enter this room please use your student ID to gain swipe access. You will need to pick up the BBQ from the Corner Store during open hours. You will also need to return the key to the Corner Store. The store is located in Y Block, next to Burger Urge.

SET UP AND RUNNING THE BBQ

The set-up of the BBQ is the same on both campuses.

- Lay out the BBQ mats around the BBQ fixture. The mats have been cut to shape so they should fit nicely around the structure.
- Set up the marquee in front of the BBQ. The marquees are 1.5mx1.5m so they should not jut out onto the pathways.
- Unlock the BBQ and check the drip bucket. The drip bucket should be empty, however if it has rained they will need to be emptied of water before use.
- Turn on the BBQ underneath. Once the power is on they should now operate like a park BBQ.
- Once set up the BBQ is quite simple to operate and manage. As mentioned above, they operate like park BBQ's.
- Start cooking your food. Ensure that you keep onions and veg options separate from the meat sausages.

SPECIFIC INSTRUCTIONS & GUIDELINES

TEMPORARY FOOD STALL REGULATIONS

- All food and catering must be conducted under a QUT Guild tent/marquee.
- A barrier must be placed between the cooking area and customers (usually a serving table).
- Adequate flooring (black rubber mat provided) must be used.
- Cooking utensils must be cleaned and stored in a clean separate box or the empty eski.

PERSONAL HYGIENE

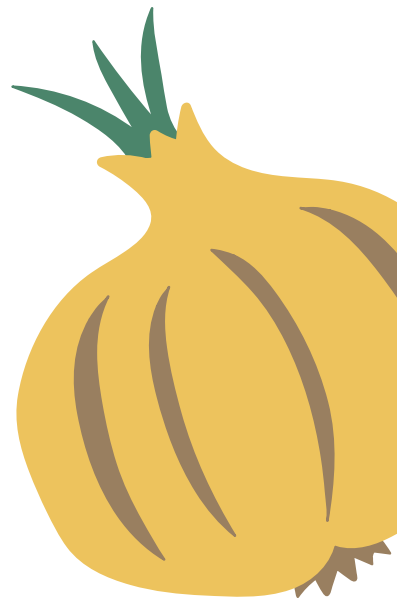
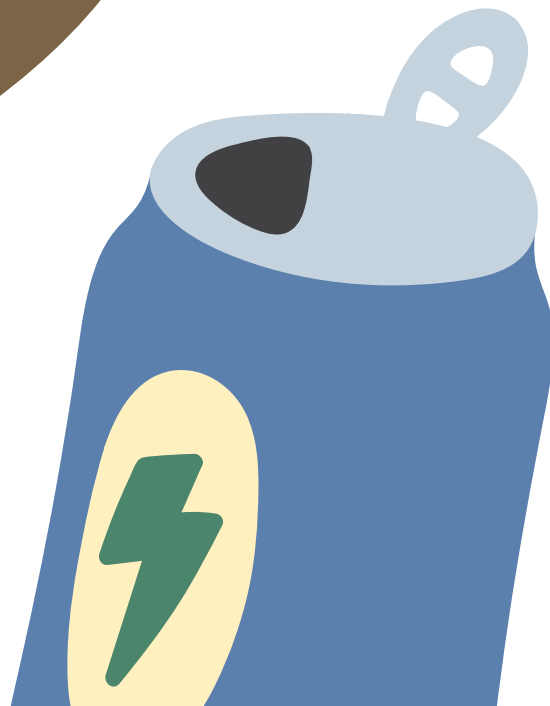
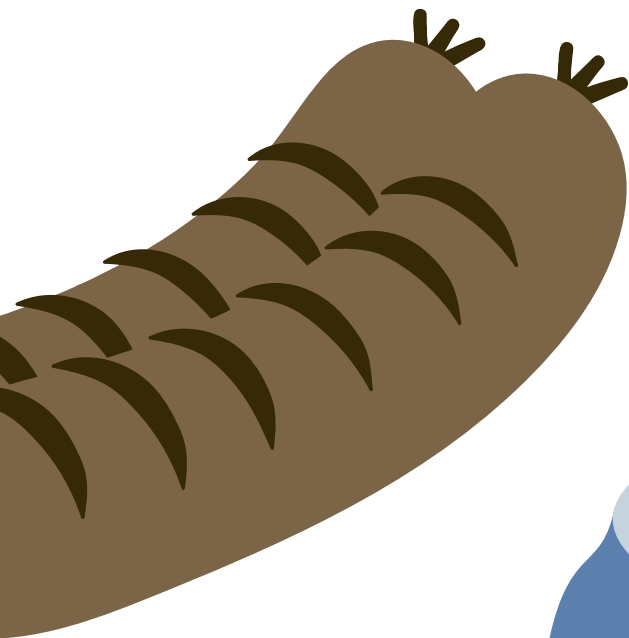
- Wash hands with anti-bacterial soap and dry hands before handling or preparing food.
- Gloves must be worn when handling food. Jewellery and hair must be covered or tucked away. Enclosed shoes must be worn. Refrain from touching your face and hair.
- Illness – under no circumstances can anyone who is feeling unwell or sick be allowed to remain in the serving area.
- Smoking and eating are not permitted near the serving area.

FOOD PREP

- All food requiring preparation must be kept to a minimum.
- Raw and cooked food must not be kept at room temperature for longer than an hour.
- Raw and cooked food must be prepared and stored separately.
- Onions, veg options, and meat must be cooked separately to avoid contamination. This is due to dietary requirements and possible food allergies.
- Onions, veg options, and meat options should all have separate utensils that are not cross contaminated.

SERVING

- Hot food must be served with a core temperature above 60°C.
- Cooling of food for later use is prohibited and reheating – must be within two hours.
- Food and money must be handled separately. Ensure no one wearing gloves handles money then goes back to food handling.
- Food should be distributed using tongs, spoons, spatulas, or by someone wearing gloves who has not come into contact with raw food or money.



CLEANING

Cleaning supplies can be found at the Guild offices at C Block Level 2, Kelvin Grove. For Gardens Point go to X Block Level 2 kitchen.

- Ensure that the power underneath the BBQ is switched OFF after use.
- BBQ: clean the BBQ plates with the provided cleaning supplies.
- BBQ Mat: rinse off food scraps and clean, air dry.
- Eskies: empty, wipe and air dry.
- Empty the drip bucket underneath the BBQ. Tie up the bag and place it in the nearest general waste bin.
- Empty any remaining ice or water into a drain.
- Clubs MUST ensure they use the provided BBQ mats to avoid oil spillages on the pathway.
- Clubs must send a picture of the cleaned BBQ to the Clubs Coordinator upon finishing.

If area around the BBQ or the BBQ plates are not cleaned after use, the club will be invoiced a cleaning fee and the amount will be automatically deducted from the club bank account.

If the power for the BBQ is left on, the club will be invoiced a fine and the amount will be automatically deducted from the club bank account.

BBQ SAFETY

- Minimum of 2 people to carry and move the BBQ equipment
- Supplied black rubber mat to be placed under BBQ before operation
- Do not leave BBQ unattended when the power is on
- Should equipment catch fire DO NOT use water to put the fire out. Turn off the power to the BBQ immediately if safe to do so.
- Oil and fat fires – usually start because of an excess or build-up of oil. DO NOT use water to put out the fire. Turn off the power to the BBQ immediately if safe to do so.
- Foreign object on fire (e.g. tent, plastic bag) – prevent spread of fire by isolating it, clear surroundings and smother with blanket.
- Person on fire – Usual “stop, drop and roll” policy, cover with a blanket and smother the flames. Apply First Aid and cold water for 15 minutes.



QUT KELVIN GROVE CAMPUS
C BLOCK, LEVEL 4, KELVIN GROVE
QUEENSLAND 4059

 enquiries@qutguild.com

 3138 1666

 QUT Guild

www.qutguild.com