



Tuckshop and Canteen Management Consultants

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Homebake

Homebake...Is it allowed? Yes homebake is allowed for most schools. **You will need to check with your local council or health unit.** It is suggested homebake is only done for dry goods such as muffins, cakes, biscuits, slices, pikelets etc. You need to make sure that home baking is done under acceptable conditions and that the food act regulations are still adhered to. Wet goods such as meal items are best made onsite.

How do I go about setting up Homebake? Start off by asking for homebake volunteers. Be organised and know what you want made and the recipes for the items. When picking your recipes try to go for low fat varieties of ingredients.

You must have available the list of ingredients used in all homebake items for customers to view if they want to.

I always give the homebake parents a copy of the food safety guidelines and also food hygiene and food storage guidelines and an instruction sheet. - Easily altered versions of the guidelines are available on the volunteer disc at the website.

Some councils offer free food safety courses, you might like to send your homebake helpers to one of these courses. There are also some good ones free online

Be selective on who you allow to do homebake. Consider asking them to come into Tuckshop once or twice to bake so you can give pointers on food safety and hygiene, plus you will be able to check out how they go about their cooking. If you are not happy with the standards of cooking don't be afraid to thank them for their time and offer an alternative task to homebake if you are not completely satisfied.

Decide how you want the food bought back to Tuckshop. Would you like it individually wrapped? If so then supply the glad wrap or bags. If you just want it in containers, consider purchasing several containers that are clearly marked Tuckshop. That way yours or theirs won't get lost. Plus it saves time if they can drop off one lot of baking and just collect the next lot of containers rather than having to wait as they are emptied.

Some parents can't help out at Tuckshop but are able to donate baking ingredients. Advertise for baking donations, such as flour, oats, dried fruit, eggs etc.

FACT SHEET

If your homebake person has to buy some items and needs to be reimbursed from petty cash, you will need a receipt, ask that when they buy the ingredients, they get a separate receipt. Alternatively add the ingredients to your next stock delivery.

If you get plenty of volunteers offering to help, do up a homebake roster. Most people are happy to bake once a week. Remember you can always freeze items if need be.

When the homebake arrives at Tuckshop don't forget to thank your volunteers for their efforts. If things didn't quite cook up the way you expected then thank your volunteer and offer suggestions on how to try again.

Once things get up and running smoothly you can add in more types of foods and get a bit fancier. Like spider buns or fairy tarts or monster muffins. Your homebake volunteers will probably have lots of ideas if you just ask them. Ask them every few drop offs if they need anything or have any great ideas. We don't want them to drop out just because they are bored making the same old thing.

When advertising try using words like...from the homebake tray \$1.00 or fresh made baking items \$1.00 assorted varieties. You don't want to lock yourself in to specifics such as blueberry muffins.

When it comes to pricing, cost out the ingredients even if they are donated. That is bonus money and should still be paid for by the consumers. Try to make the servings sizes so as pricing is the same. It is much easier for volunteers at serving time if everything is \$1.00 or 50 cents and remains that way, rather than muffins today are \$1.30 because they are so big and next week they are back to \$1.00 because someone else made them smaller.

Homebake if organised well can be healthy, profitable and interesting. If it isn't planned out it can be a disaster.

Additional help to manage your Tuckshop or Canteen

-  Tuckshop and Canteen Management Consultants Helpline www.canteens.com.au
-  QAST is an excellent source of information for Tuckshops and Canteens <http://www.qast.org.au/> Apply for your member log in details so you can access members only section.
-  Nutrition Australia <http://www.nutritionaustralia.org/>
-  Canteens.com.au- Follow us on facebook-www.facebook.com/canteens