



29 February 2024

Dear CGGS Parents & Guardians,

As you are aware, the **Moonlight Movie Night is Saturday 16 March 2024**. The Parents and Friends Association are contributing to this day by conducting a cake stall. A cake stall is always an enormous success and we would like to request your help for this year's event.

Your donations of cakes, slices and biscuits would be warmly received for sale at the stall. Due to health regulations **we are unable to accept any items which require refrigeration. We also cannot accept items which contain nuts, raw eggs, cream or custard, previously frozen goods, ready-made packaged cakes or pre-packaged goods (eg. cake mixes)**

We will be available to accept your donation on:

Friday 14 March between 8.15am – 9.15am to the Fig Tree Café

Friday 14 March between 2.45pm – 3.45pm to the Fig Tree Cafe

Saturday 16 March 2023 between 2.00pm – 4.30pm to Robinson Hall

We kindly ask you:

- Complete and include the tear off slip below when presenting your items and provide this to the stall holders
- Please list all your ingredients with your daughter's name and year level on the form as this will be attached to your baked item. We require this information in order to comply with the health and safety regulations.
- We recommend 4 large or 6 smaller muffins, 6 large or 12 small cookies, 1 cake or 6 cupcakes per ox, 1 log cake per cellophane bag
- Please present your baking on a disposable plate and wrap in clear cellophane.

If you require packaging we have cookie boxes, cake boxes and cellophane bags available for collection from Junior School Reception or Student Services in Senior School.

Please contact Sarah Galati, Parents & Friends Relationship Coordinator via galatis@cggs.vic.edu.au for copies of suggested recipes if you need inspiration. However, we are very happy for you to use your own recipes and ideas, and any gluten-free recipes would also be appreciated.

If you have any questions, please do not hesitate to contact us.

Regards,

Cindy Wong
President, Parents & Friends Association

Item Baked _____ Date Made _____

Ingredients _____

Daughter's Name _____ Year Level _____

How to keep your cake stall food safe

Preparing food

- Make sure all volunteers know how to handle food safely.
- Ensure all cakes are packaged or placed in clean containers with close fitting lids.
- Label cakes with the list of ingredients used to make them.

Records

- While no formal records are required for class 4 temporary premises, you may choose to keep a record of who made the cakes you sell, or where they were purchased, in case of enquiries following the event.

Transport and storage

- Ensure cakes are packaged or covered and transported in clean containers.
- Store cakes and packaging supplies in safe and clean conditions.
- Do not use damaged packaging and throw away any cakes in damaged packaging.

Cleaning and hygiene

- Clean all your equipment, food preparation and food display areas before and after you use them.
- Use only clean, dry cutting boards, equipment and utensils to serve cakes.
- Make sure there's somewhere for food handlers to wash their hands, otherwise have suitable hand sanitisers available.
- Remove waste regularly and make sure you wash and dry your hands before resuming food handling.

Display

- Cover cakes to protect them from insects and dust.

Allergies and intolerances

Make sure foods containing ingredients that can cause allergic reactions (such as eggs, gluten, sesame, nuts, dairy, lupin and soybeans) are identifiable. For example, ask your supplier or the maker if there are any allergen sensitive ingredients in their cakes. You should be able to provide accurate information about the ingredients in your food to your customers. If you can't answer an allergen query with certainty, **don't guess** – your guess could be deadly for someone with an allergy.

For more information on allergens go to the Food Safety Unit website at: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-allergen-awareness>.

Further information

Free food handler learning program

Community volunteers are encouraged to complete the Food Safety Unit's free online learning program, DoFoodSafely, to improve their knowledge of safe food handling techniques. This informative and fun program takes about an hour to complete and includes seven topics on food safety and a final quiz. Participants who score more than 90 per cent on the quiz receive a certificate. You can find the program at:

<https://dofoodsafely.health.vic.gov.au>.

