

FINTONA Bakery

Baking Instructions for Volunteers

Thank you for offering to bake for our school festival! Your contribution will make a big difference. Please follow the instructions below to ensure everything is delicious and safe for everyone.

What to Bake:

- Cakes: Any type, but please avoid cakes with fresh cream or perishable toppings unless refrigerated.
 - Biscuits: Simple or fancy, all biscuits are welcome!
 - Slices: Non-refrigerated slices are preferred.
 - Sweets: Fudge, toffees, or other sweet treats.
- ✗ Avoid tree nut or peanut products
- ✓ Yes, you can bake from premixed products!
- ✓ Yes, you can donate shop-bought products!

Packaging:

- Please package your baked goods securely in containers that are clearly labeled with the following details:
 - Name of the item
 - Ingredients list (important for those with allergies)
 - Date of baking
 - Your name (optional but appreciated)
- You have been given these items to label and package the baked goods:
 - Cake board
 - Cellophane sheet
 - Ribbons
 - Ingredient card

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Food Safety Guidelines

To ensure the safety of everyone, it's important to follow these food safety guidelines while preparing your baked goods. These guidelines are based on advice from the Department of Health, Victoria. For more details, please refer to the [Guide for Community and Not-for-Profit Groups: Cake Stalls](#) from the Department of Health, Victoria.

Cleanliness:

- Wash your hands thoroughly with soap and water before handling any food and regularly during preparation, especially after handling raw ingredients.
- Clean and sanitize your kitchen surfaces, utensils, and equipment before use.
- Wear clean clothing, and ensure your hair is tied back and covered where possible (use a hair net if available).
- Avoid preparing food if you are feeling unwell or have symptoms of illness.

Handling Ingredients:

- Use only fresh ingredients, and check that they are within their use-by date.
- Store perishable ingredients like butter, eggs, and milk in the fridge until you are ready to use them.
- Do not use fillings made from fresh cream, mascarpone, uncooked eggs (such as tiramisu or mousse), or anything that requires refrigeration.

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Food Safety Guidelines (continued)

Cooking Temperatures:

- Make sure that your baked goods are thoroughly cooked.
- Use a thermometer where needed to ensure that baked goods reach a safe internal temperature of 75°C or higher.

Identifying Allergens:

- Avoid tree nut or peanut products
- Make sure cakes containing ingredients that can cause allergic reactions are clearly identifiable.
- You should be able to provide accurate information about the ingredients to customers at the event.

Foods that commonly cause reactions include:

- Eggs and egg products
- Gluten (especially wheat-based flours)
- Milk and milk products
- Peanuts and peanut products
- Other nut and nut products
- Sesame seeds and sesame seed products
- Soybeans and soybean products

Transporting Your Baked Goods:

- Use a clean, sealed container for transportation.
- Ensure that your baked goods are stored at room temperature and do not require refrigeration.

Safe Food Practices:

- Avoid touching food directly with your hands during packaging. Use tongs or clean gloves where appropriate.
- Follow all hygiene practices strictly to prevent any risk of contamination.

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Delivery Instructions

- Date & Time: Please deliver your baked goods on Sunday, 23 November, between 9:00am and 11:00am.
- Location: Follow the "Bakery Drop Off" signs to the designated area.
- Procedure: Pass your baked goods to a volunteer at the drop-off point, and don't forget to write your name and phone number on the provided list.

Thank you

for helping make Fintona Food & Wine Festival a success!