

WARRANWOOD PRIMARY SCHOOL

2015 SPRING FAIR



DEVONSHIRE TEA & COFFEE STALL

CLASS STALL NOTES – 5/6T

STALL: Devonshire Tea & Coffee Stall

CLASS: 5/6T

CLASS REPS: Cara Mooney

STALL LOCATION: School Gym

COORDINATORS: Cara Mooney, Erin Voyer

VOLUNTEER NUMBERS: 4 PER HOUR

Folder Contents:

The following information is contained with this folder. You will need this folder in the lead up to the Spring Fair and also on the day of the Spring Fair.

All stall volunteers can view a soft copy of this folders content on the School Website via the Spring Fair section.

- Pre Fair Duties
- Roster information
- Roster instructions
- Duties for on the day of the Spring Fair
- Stall Set Up tasks
- Money Handling Instructions
- Safe Food Handling Guide
- Stall Pack Up Notes
- Waste Removal
- Spring Fair Stall – Feedback Form



Spring Fair 2015 – Stall Information Folder

Devonshire Tea and Coffee Stall

Your stall will be responsible for:

- Selling Coffee, Tea and Hot Chocolate (made by one professional Barista)
- Selling Scones (Jam and Cream) and about 40 cupcakes donated by a school parent
- Selling Water and Soft Drinks

PRE FAIR DUTIES

ROSTER:

As class reps, your first item of responsibility is to liaise with **Jo Hales** (Spring Fair Class Rep liaison) to make sure your class stall roster for the Spring Fair day is filling.

This year, rosters can be completed on line. You may like to also put out a class note or letter asking for them to select a time slot – first in gets first choice of times.

The school will send families home a hard copy notice letting them know when rosters are “live” and where they can be accessed from.

You will need to monitor how each roster is filling. **Jo Hales** will also monitor the rosters and communicate with class reps if there are still vacant time slots by Friday 9th October. Jo will liaise with you on your plan of action for filling the vacant spots.

On Monday 12th October, class reps should start to call families using your class contact list to follow up any unmanned time slots.

It is not fair or expected that class reps are on their stall all day.

It is important to stress to your class families that the more people that assist on the day the lighter the load for all. This allows everyone the opportunity to enjoy the day.

We suggest your final **roster is posted** on your classroom window no later than **Wednesday, 14th October (this will depend on the number of spots you still have open).**

Take your final roster to the office for copying. Copy enough rosters for each child in your class and please take them to your teacher for distribution to each child to take home in their communication pouches. The rosters must be sent home by Friday 16th October.

PLEASE ALSO PUT A COPY IN THE STALL NOTES FOLDER FOR SUNDAY.



Spring Fair 2015 – Stall Information Folder

ONLINE ROSTER INFORMATION

THE FOLLOWING INFORMATION WILL BE SENT HOME TO ALL FAMILIES EXPLAINING HOW TO SELECT THEIR SHIFT. IT IS HERE PURELY FOR YOUR INFORMATION SO, AS CLASS REPS, YOU ARE AWARE OF WHAT HAS BEEN RECEIVED BY PARENTS.

Finally! We have online rostering to make everyone's life easier, especially the volunteers. This system will allow you to select your preferred time slots for each child's class by viewing all class rosters.

We are asking that all families do their best to volunteer at least 1 hour of their time to their class stall(s) on the day.

With the help of many, it means everyone will be able to enjoy the Spring Fair and spend time with their families so we urge you to make yourself available. Your School Spring Fair Committee, PA and Class Reps have already put in a great deal of effort prior to the day to ensure the smooth running of our school's Spring Fair which is our major fundraiser.

Please select your time slot on the roster as soon as possible. Online rostering will be open until **Friday 9th October** to give your class reps enough time to check and post the class roster. Your Class Reps will work over the weekend to compile the final roster; this may involve them calling class parents pleading for help!

Class rosters will be posted on the classroom window during the week (depending on how many vacancies still need filling) and sent home with your child by Friday, 16th October.

When selecting your shift please note:

- First shift includes setting up of your stall (tables, etc. will already be in place).
- Last shift will help with pack up and making sure Feedback form is completed.
- Please see your class reps if you have any roster questions as they will be doing their best to fill the roster for your class. Any help is greatly appreciated and ensures a smooth running stall allowing everyone to enjoy the day.

ONLINE ROSTER INSTRUCTIONS (HOW TO SELECT YOUR TIME)

The links to the stall rosters can be found on our School Website Spring Fair page <http://www.warranwood.vic.edu.au/>

The school will also send families an email with links to the stall rosters. Volunteers can click on the links and follow the prompts.

When you get to the sign-up genius page for your child's stall, you will see various time slots and numbers in brackets. This means we need, for example, 5 people from 10.00am – 11.30am. Please choose a slot, clicking the Sign Up box, and press Submit and Sign Up. From then, fill in your child's name, and your own contact details. You'll need to provide your name, email address, and mobile number. Then select "Sign Up Now" bottom left of screen. This will confirm that you have selected your time slot. You are still able to change this if needed.

Your information will remain private. The details you enter will be used only by the school appointed delegates for the purposes of filling the roster and will not be passed on to any other companies.

You will get a reminder from the system a day or two before the event – you can swap with other people on the same stall if you need to.

You can repeat the process for each stall you are volunteering for. You can view the roster to check your spot, you can also add it to your FB as a reminder or calendar, etc.

To continue on with booking a time slot for another of your children's stores, select the relevant roster for your child's stall.

A copy of the final roster will be at your stall on the day. As volunteers finish their shift they are to initial next to their name on the roster. All volunteers who worked will go in the draw for a hamper as a thank you for their contribution of time on the day (drawn at Assembly on **Monday, 19th October**).

If you have any trouble with the online rostering system, please contact Jo Hales (bandjhales@bigpond.com) or Brigid Campbell in the office. If you do not have access to online rostering, please see your class rep and they will add your time requests to the roster.

THANK YOU FOR YOUR SUPPORT



Spring Fair 2015 – Stall Information Folder

Pre fair - Saturday 17th October

Scones will be made by Cara and Erin. They will source all supplies.

Move bar fridge into position and power up.

On The Day

Your stall will be located inside the back half of the School Gym.

Your stall needs to be ready for operation at **10:15 am** for selling coffee and tea only and scones from 11am. The barista will be there early to start serving coffee to stall holders and set up crews.

The following information details the stall equipment, products, ingredients and other materials you will need on the day to stock, set up and operate your class stall. Please be advised that the Spring Fair Committee has arranged the following items. Your role on the day is to collect, set up and sell your items / products.

Anyone needing assistance with Devonshire questions on the day can speak with Cara Mooney or Erin Voyer.

Tasks:

1. Personal belongings of class reps/stall helpers may be stored in the staffroom.
2. Class Rep to report to your stall location at the school Gym
3. Check that your equipment is at your stall. Use the following checklist:

Item	Location	Action	Check Off
Trestle Tables – For Coffee and Tea and Food set up x 3	In front of canteen serving bench	Set up 3 inside	
Coffee Machines x 1 (inc. bin for coffee grounds)	In front of canteen serving bench	Set up by hire company	
Student Tables and Chairs	Inside Gym	Set up already	
Power Lead x 1 and Power board x 1	In front of canteen serving bench	For use of coffee machines	
Small fridge	At stall	Set up on Saturday	
Eskies x 3 from volunteers for storing drinks in	Gym	Put ice in on Sunday	
Cool Room for restocking water and drinks	Near wine tent	Already stocked	

4. Collect your cash float from the office. You will be given an apron to wear that is used to hold and collect all money in and handing out of change.
5. The first shift can also collect the stall box/s ie: food / utensils / price lists etc from the office.
6. Return to your stall with these items and check them off against the below list:



Spring Fair 2015 – Stall Information Folder

Stall box/s items:

Coffee /Tea and utensils: BOX 1 OF 2

Item	Quantity	Notes	Check Off
Water Containers	2	Used for refilling coffee machines	
Coffee Beans	6 x 1 kg bags		
Sugar Sachets	2 buckets already filled	Set up one on trestle tables and save second for refilling	
Hot Chocolate	1 kg	Set up on trestle table for baristas	
Tea Bags	1 box Lipton 1 box peppermint	Set up on trestle table for baristas	
Ice		For eskies for drinks	
Plastic Tea Spoons	200	For handing out with Scones Jam and Cream	
Wooden Stir Sticks	1000	Display and set up on trestle tables	
Metal Spoons	4	For use when pre-filling Jam and Cream	
Plastic plates		For use to serve Scones Jam and Cream	
Coffee Cups	1000	Place near Barista	
Coffee Cup Lids	900	Place near Barista	
Shot Glasses	287	To fill with Jam	
Shot Glasses	200	To fill with cream	
Plastic knives	200	To be plated with scone & jam	
Plastic cups	200		
Table Cloths	3	Use these on Trestles	
Table Skirts	3	Use these on Trestles	
Aprons	4		
Serviettes	400		
Serviette holders	2		
Disposable Gloves	1 box		
Chux Wipes	20		
Paper Towel	2		



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Coffee /Tea and utensils: BOX 2 of 2

Garbage Bags	5	Separate Cardboard / Glass / Plastic from food waste and other waste.	
Price Lists and Signage		Display inside & outside of gym	
Box for used spoons / sugar	1	Place with Tea and Coffee	
Zip Lock bag for final Cash Collection	10		
Spray Bottle for wiping down tables (pre-filled)	1		
Anti-bacterial hand sanitiser	1		
Coin Tray	1		
Calculator	1		
Water and Soft Drinks		Collect from Cool room near wine tent and stock up the eskies	
Tongs	2	One for scones and one for cupcakes	
Glad Wrap		Use to cover plates with scone, jam & knife	



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Food (Staff Room and Staff Room Fridge)

Item	Quantity	Notes	Check Off
Milk			
Cream	3 litres of whipped cream	In bar fridge	
Flour			
Lemonade			
Jam	3 kilos	In Box	
Scones	300	In Box	
Cupcakes donated by parent	About 40		
Container for pre cooked Scones	Lunch baskets	In canteen	

Items for Class Reps to Provide

Item	Quantity	Notes	Check Off
Eskies	3	For storing water and soft drinks x 3	

Once you have confirmed you have all your items as listed above move onto your Set up Tasks below.

We anticipate that on Friday, the tables and room will be prepared so set up tasks on Sunday with Tablecloths, etc should be minimal.



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Set Up Tasks

1. Place table clothes on Wooden Trestles (already set up) – 3 in Gym. Leave 1 table (with coffee machines on it) uncovered, skirts will need to be attached to the front of the tables
2. Position Coffee Machine
3. Set up tea, coffee, sugar items
4. Make sure Milk and Cream is in bar fridge.
5. Set up scone and jam plates. Put one scone, one container of jam and one plastic knife on a plate and cover with glad wrap (these serves are then ready to be sold). Store them in a convenient location at your stall
6. Pre fill half shot glasses with cream. Store cream shot glasses in eskys on trays / container covered with Glad Wrap – these will be served only to customers requesting cream – not with every serve.
7. Stall to be set up no later than 10:00 am as Coffee and Tea to be sold prior to Fair opening for stall holders etc.
8. Fair officially opens at 11:00 am.

Operational Tasks

When you arrive for your shift, can you please sign in and make sure that you sign out when you have finished. You will go into a raffle to win a hamper as a thank you for donating an hour of your time on the day.

1. You will have one professional Baristas making your coffee, tea and hot chocolate
2. 2 Volunteers will need to do Devonshire Scones, Jam and Cream preparation and hand out
3. Volunteers will take the drink orders and pass the carbon copy of the order to the customer, If scones are ordered, the customer moves to the scone area where the volunteers will hand over plates with Scone, Jam and Cream for those that have ordered
4. Keep coffee, tea and sugar supplies stocked up.
5. Coffee Machine will need to be filled with water regularly. Use the water container provided to fill water from canteen and into coffee machine.
6. Cupcakes will be sold. Stored in container provided.
7. Volunteers inside will need to regularly wipe down tables and keep area clean.
8. Regularly restock Water and Soft drinks from the cool room located near wine tent.
9. Fill in your Feedback Form (included in your stall folder).
10. Place your feedback form in your folder and return your folder to the office.



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Money Handling / Change Request:

- Any queries see Brigid Campbell (in office) on the day.
- You will need to collect and sign for your cash floats from the office between 10.00am and 10.30am.
- Throughout the day, Steve Albon and Sue Dean will collect cash.
- No money is to be given to anyone but Steve and Sue.
- If your float needs collecting urgently, send a member of your team to the office. Place the surplus cash into one of your pre named Zip Lock Bags and wait for Sue or Steve to collect your cash.
- If you are running short of change send a team member to the office to request for Sue or Steve to arrange change required for you. Again, DO NOT take any cash away from your stall.
- Note: Customers with large notes, needing change can change these at the office window.
- When your stall is finished bundle your money up and place it in your labelled zip lock bag and wait for Steve or Sue to collect it from your stall

Safe Food Handling and Hygiene Guide

Personal Hygiene:

1. Please wash your hands with soap and warm water and dry with single use paper towel:
 - before starting work;
 - after handling raw food;
 - after using a handkerchief or tissue;
 - after handling money;
 - after using the toilet;
 - after handling rubbish or cleaning.
2. Cover any cuts on your hands with band aids.
- 3. Gloves must be worn at all times when handling food.**
4. Change gloves when you change tasks.
5. Tie long hair back.
6. Wear aprons at all times.

Hand washing facilities are available in the canteen.

We are sure you are all aware of these facts but for health and safety reasons we need to include these in our notes, thank you.



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Spring Fair - Safe Food Handling Guide

1. Please keep all work areas and utensils clean and tidy.
2. Keep all food covered at all times.
3. The facilities in the canteen are available to all stall holders to wash cooking utensils and equipment.
4. You will have a supply of chux wipes for cleaning spillages.
5. Hand washing facilities are available in the canteen.
6. If unsure of temperatures require for cream and milk, please check with Megan immediately.

Pack Up Notes:

- Pack up any leftover stock into your boxes, write it up in feedback sheet and take your boxes to the canteen.
- Please wash and dry any stall utensils and school equipment (including the coffee machines) in the canteen at close of your stall and place cleaned items in your boxes.
- Ensure your cash floats have been collected by Steve or Sue (see cash handling notes above)
- All furniture, power cables or stall appliances can be taken to the gym.
- Coffee machine to be taken to the office (hire company will pick it up).
- Don't forget to take eskies and any other personal belongings home with you.
- Fill out the stall feedback sheet in folder.
- Take your stall roster that has been initialled by all workers to office so they can be entered in the hamper draw at Monday's assembly.

Waste Removal

- All rubbish must be disposed of at close of your stall
- Separate all rubbish. One bag will be Cardboard, Glass and Plastic recycling together. The other bag is for food waste and general rubbish.
- You are to dispose of the above waste in the correct wheelie bins located around the school oval and school grounds office.

Thank you all for your help and support in making our fair a successful fundraiser for the school.

This would not be possible without your help.



Spring Fair 2015 – Stall Information Folder

Feedback Form: Spring Fair 2015 – Class Stalls

NAME OF STALL: _____

CLASS REP NAMES: _____

Did you have enough tools / equipment?

If not, what additional tools & equipment did you require?

What time did you sell out of items and close your stall?

What was successful and what sold really well?

What was left over (if anything) or was difficult for your stall?

What feedback do you have for future years and general comments?

Place this feedback form in your folder and return the entire folder to the office at the end of the day.

THANK YOU FOR YOUR HELP AND CO-OPERATION