

# BAKE SALE SUPERVISOR

## INSTRUCTIONS & PROCEDURES

**Your job** is to provide support for the volunteers at the bake sale in the upstairs Gallery and the espresso/lunch stand in the Community Hall. You will distribute goodies between the sales, set prices, and keep track of supply levels for drinks, paperware, etc. Your headquarters is the Gallery bake sale in the blue building - the busiest location and the place most bakers drop off their stuff.

**You should circulate** to the Community Hall periodically. You can get an event manager or building supervisor to radio down to the brick building before you go to see if they need anything.

**BE SURE** to read the bake sale worker instructions for an overview of what should be done.

Please wear an **apron and nametag** while you are on duty and leave the apron for your replacement.

**If you need help**, find the building supervisor or an event coordinator.

**First thing in the morning Saturday** we will have Starbucks coffee for vendors and volunteers. These will be offered for a donation on the honor system. We may have baked goods available early and if so, they can also be put out for sale. On **Sunday morning** we usually open for vendors at 9.

**When you need more coffee**, call Starbucks at 206-781-4153 to ask them to prepare another cambro. Please give them as much notice as you can. Depending on the time of day, they may not need to fill it all the way. Empty some coffee into a pump pot to tide you over, then have two volunteers take the empty cambro over to Starbucks and bring back the fresh one. If the Bake Sale is bustling, ask a Building Supervisor or event coordinator to see if we have any extra volunteers who can do this.

**HYGIENE:** Please tie back your hair and wash your hands before beginning your shift. Use gloves, tongs or a food service tissue to touch/grab unwrapped food, and remember gloves are to protect the food, not your hands. Anyone handling money should wash hands before touching food. The bleach solution and sponge should be used to wipe all surfaces periodically.

**Health Department regulations** require that items be covered. Please try to keep lids or plastic wrap on all trays and plates of goods. Try to avoid handling individual items wherever possible by using the wax paper squares to serve and move items. Cover all items with plastic wrap before taking them to the other sale locations.

**Cards:** Most items should have a descriptive card. Add the price to the card. Do your best to keep the cards with the names of the baked goods displayed with the items.

**Hot Drinks:** In addition to the coffee, you will have a hot water urn, which should be kept filled and going all day. Empty hot chocolate mix into the cup before adding hot water, then stir. For tea, give the customer a cup of hot water and let them select their own tea bag

**Bowls** with crushed ice should be kept on each table with pitchers of 2% milk and ½ and ½.

**Cold Drinks:** Apple juice will be available at the popcorn stand in the blue building and at both bake sale locations. Juice is 75¢ per cup. Bottled water is available for \$1 at the bake sales. **More...**

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**Composting:** We would like to collect compostables (paper plates & cups, paper towels, food) in the large yard waste bags in each kitchen. When a bag is full, it can be taken out to the brown Cedar Grove dumpster in the upper parking lot. There may be a volunteer custodial assistant who can help you; ask a coordinator if someone is available. If you decide to take the compost out yourself, please empty the contents of the liner into the brown dumpster and put the liner itself into the garbage dumpster. The liner is a regular garbage bag and is not compostable.

**Distribution & Supplies:** Try to ensure that both locations have a variety of items (cookies, brownies, muffins, etc.) You would be surprised how fast supplies can be depleted! Bake sale paper supplies, etc. are kept in the cupboard in the gallery kitchen upstairs. The combination to the lock is 0-22-12. If you need help finding what you need, ask any coordinator (the ones with the radios).

**Sunday,** it may be necessary to shift food, drink, and paper supplies around between bake sales, depending on depletion and demand.

Remind the workers that all goods are **1/2 price after 3:30 Sunday.**

**Pricing:** Baked good prices are standardized (by you!) and listed on signs at the sale (and below). Be aware that the bake sale is a significant fundraiser at this event, so don't lowball the prices.

COOKIES                      50¢

(defined as 2"-3" in diameter, but if they're tiny make them 25¢, and if they're gigantic make them 75¢ – also consider their appeal)

MOST STUFF                      75¢

This means brownies, bars, rice crispy squares, muffins (except the big Costco ones that should be \$1), thick slices (1") of banana bread, etc., cupcakes, and scones. If you have to cut the portions, use your judgment and make them seem like the right size for the price – see chart!

PIE OR CAKE SLICES              \$1

(This is a general guideline. If the items have already been cut and this price doesn't seem appropriate, use your judgment. If you are cutting, then make it seem right for \$1 (usually 8 slices per pie).

SPECIAL STUFF

Things like fudge or other candy, gingerbread men, or portion sizes that don't fit the above prices must be priced separately. Use your judgment, but remember this is a fundraiser! Mark prices on the cards that describe the goods. Whole pies should be \$8-10 based on your judgment.

**When your shift is over,** please meet your replacement at the upstairs bake sale before you leave. Take a moment to orient the new worker. The volunteer chart lists your replacement, who should have a name tag. If your replacement does not arrive in a timely manner find a building supervisor or event coordinator. There is a 15-minute overlap in the schedule, so you shouldn't have a problem.

**THANK YOU VERY MUCH FOR YOUR SUPPORT OF THE PNA!**