



## **GUIDELINES FOR OPERATING CAKE/JAM STALLS**

The following information is recommended for charity or non-profit organizations that wish to hold a cake stall to raise funds.

- 1) A person should be appointed as the organizer for the event. This person should contact the local Shire office to seek permission to hold the stall and advise when and where the stall will be held. A stallholders permit IS required in the Shire of Merredin, even for stall conducted by charity or non-profit organization
- 2) The written permission of the owner/occupier of the store outside which the Cake Stall is proposed, is to be obtained
- 3) All reasonable measures must be taken to ensure the footpath remains accessible and trafficable at all times.
- 4) Most cakes, biscuits and slices are considered 'low risk' except when these food items are filled or covered with products that are "potentially hazardous foods" such as cream, cream cheese, yogurt, or similar products that require to be stored under refrigeration.
- 5) If cakes, biscuits or slices contain "potentially hazardous foods" then refrigeration must be provided at the stall and the products must be stored/displayed under refrigeration.
- 6) In the house preparing/cooking the food you should:-
  - i) Wear a clean apron, clean clothing, and tie long hair back.
  - ii) Do not prepare food while caring for young children/babies or pets, and they should not be allowed in the food preparation area.
  - iii) Wash hands before handling any food, as well as after smoking, or going to the toilet.
  - iv) Protect all foods from dust, flies, etc at all times.
- 7) Labels are to be fixed to the wrapping that includes the following information:-

- i) List all the ingredients in generic form– e.g. butter, flour, water, milk, essence, spices, etc.
  - ii) You **must list clearly** ingredients such as crustaceans or shellfish; egg; fish; milk; nuts; peanuts; sulphites; royal jelly; bee pollen; propolis.
  - iii) You should state ingredients such as unpasteurised milk; aspartame; unpasteurised egg; quinine; kola or guarana.
  - iv) State on the label the date it was baked or made.
  - v) Clearly identify the group or organization conducting the cake stall.
  - vi) \*Jams/condiments/packaged goods will require a nutrition label also. Please discuss this with your Shire's Environmental Health Officer.
- 8) Prior to transporting the products to the stall, all cakes, biscuits and slices are to be completely wrapped to prevent contamination from dust and insects.
- 9) Even though the product is wrapped ready for sale, the product should be placed in a clean section of the car where young children and pets cannot gain access to them.
- 10) For more information, please contact the local Environmental Health Office at the Shire office.

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