

Standard operation procedures, practices and management processes of the Sausage Sizzle

Date:

Time start:

Time finish:

Tasks and Responsibility Table/schedule

Tasks/Sections/Booths Date:	CdS Focal point person	Volunteer/ Corporate focal point person	Remarks- Performance rating for the day
1. Trailer Set-Up			
2. Volunteer/CdS staff take position at Barbecue Stove			
3. Onion Stove			
4. Onion Slicing machine			
5. Bun Cutting			
6. Refill of Sauce bottles			
8. Peel and Wash onions ready for machine			
9. Frying of onions and or Sausages			
13. NA-Sales Close (Cheshire) tidying up the place and packing up begins at 2.00pm. General overview on the day's activity discussed-TL facilitates.			
14. NA -Transport back to Cheshire: between 2.00pm to 2.30pm			
15. NA-Cleaning of items and equipment at Cheshire: 3.30-4.00pm-check-list to confirm and store.			
NA-4.00pm Staff debrief on the day's activities-lessons learnt, challenges and drop-offs/ departure			
Number of hot dogs sold: Number of hot dogs not sold:			
Summary report from the Team leader Challenges, successes, lessons learnt– Mondays			