



HOW TO RUN A BUNNINGS BBQ



QUIDDITCH AUSTRALIA INCORPORATED



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Arrival

- Upon arrival the bunnings staff should have the BBQ area set up ready to go for you, this includes attaching a gas bottle to the BBQ itself. Someone should go inform the staff member at the front that you have arrived and have started to set up.
 - If area not set up, inform the staff so that they can set it up for you
 - Set up should include staff attaching a gas bottle to the BBQ. If this has not been done, inform staff asap.
 - Depending on who the manager is they may come out with a checklist to go through things with you, just listen to what they go through cause they'll let you know what to do at the end of the day
 - I always suggest taking some photos of the condition everything is in before you start, ESPECIALLY THE BBQ, so that at the end of the day you can show you've cleaned everything to the same standard (or better) as it was when you started
- Person with the sausages and onions should be there by 7:30am so they can set up their esky with the snags and onions in it next to the BBQ and start cooking ASAP. Need to be ready to sell by 8am at the latest
- While the cook starts cooking everyone else should organise the rest of the area to be ready to sell.



Set Up

- See Appendix A for known set ups, including best practice for customer flow.

Sales:

- This is obviously the area where you take people's order and money.
- Its best to keep this area as clear as possible and only have: the cash box, square reader (if you have one, to take card payments) and drinks display (one of each drink you have available in a line)
- In terms of a cash box, you do need to supply your own along with the \$100 float. I suggest having the float split into the following: \$20 - 2, \$10 - 2, \$5 - 4, \$2 - 5, \$1 - 5, 50c – 10
- Its best to have one person only taking orders, however it can help to have a second person there to help with drinks and remembering people's orders to tell to the prepper

BBQ:

- This is the most important section, this is where the product is made after all
- Try and have someone who is experienced on BBQs be in this role to be as efficient as possible.
- Should begin cooking at 7around 7:40 to not only be ready to serve by 8 but also because it gets that lovely smell wafting around to draw customers in
- The esky with the meat and onions should be next to you so it's easy to grab new packets and you dont waste time with it.
- Once the first set of onions and snags have been cooked, throw them into a tray, cover most of it with Al. foil and use a couple of pegs to hold it down securely (really helpful on windy days).
- Once the second round is done put them into new trays and put them above the bbq hot plate (there should be a little shelf thing that sits above the plate to put the trays on) this keeps the next round nice and hot while waiting to rotate them across to the hand off area.
- Sometimes having 3 trays of each going is best. That way one is always at the hand off area, one above the bbq and one that transfers across.
- Make sure to keep an eye on the gas as it does not last all day and you will need to get the staff to swap the bottle out (sometimes twice in one day)



Prep Station

- This is simply an area to get everything ready. Things like prepping the bread, refilling sauces, area to keep everything not currently in use (extra cans etc)
- Bread prep should be done here. Take a loaf of bread and serviettes, get a plate or spare tray and put a serviette down then a slice of bread then serviette, then bread etc till the loaf is done. Put a final serviette on the top and slip the bread bag over the top to slide all the bread back into the bag, then re-tie it closed and put it to the side. Try and prep as many bags like this as possible. As the hand off area runs out of bread, take a couple of bags across for them.
- If prep person is not prepping bread they should move across and help the person on sales with cans and remembering orders

Hand off

- This is where you build the snags to order for customers
- Keep around 3 bags of prepped bread on the side closest to the sales table, and pull bread out as snags are ordered
- Next to that (away from the sales) have onions then snags.
- If the customer ordered onions, put onions on first, then throw a snag on.
- If no onions ordered just throw a snag on
- Once done hand off to customer at the point furthest from sales (this is also where you will have the sauces sitting)
- Having two people here is best so while one makes and hands off the second can start on the next order and just keep rotating around



During the Day

- It's best to have the same people on the BBQ all day and stay in the same positions. This way you get into a rhythm with each other and can create the most efficient process.
- During the day it generally is necessary to send someone off to get more snags, onions, and bread. Try and use the second hand off person.
 - They should be sent off when there are about 5 packs or so left
- Make sure to keep food in one esky and drinks in another.
- Keep a solid supply of each drinks in the esky to make sure things get cold in time to sell
- If people are paying with notes a lot and you need change made, the staff at the info desk will be able to swap out notes for whatever you need
- During down times, try and clean/tidy as much as possible (makes end of day easier, plus customers don't like to see if the places is a mess)



End of Day

- You need to continue selling until 4pm at the earliest. If you are still making sales, you can keep going until you feel like it's time to stop
- Once you've stopped cooking, keep the BBQ on to start cleaning (cold BBQ no clean good), just start with water and scraping everything off, then once it's pretty clean of the build-up, start using specific BBQ cleaner stuff to get it as clean as possible.
- You will also need to empty out the grease tray once the plate is cleaned and all the liquid is cleaned off
- Put as much as possible into bin bags and pack everything up and start putting them away.
- Once sales have finished, if you don't have a sales system like square to keep track of cash and card intake, have the salesperson do a quick rough count of the money made that day.
- Once everything is tidy and cleaned up and you know the revenue for the day, let a member of staff know and the manager will come out with the checklist to check everything is good to go. If there are any issues, they will let you know and let you fix it up.
- They will also ask for the total costs, cash made, card payments made and the profit for the day.
- Once everything's done and packed up, take photos of how you have left the BBQ area so that if anything happens once you've left you can show it wasn't your fault.



Appendix A



