Cake Curator’s Manual

Beech Coffee and Cake — Volunteer Guide

Document control

Title	Cake Curator’s Manual
Applicable to	Cake Curator volunteers
Document type	Manual
Version	2.2
Date created	May 2026
Date approved by BVH MC	
Owner	Kim Eakers
Next review due	

Changes

Date	Change
May 2026	Version 2.2: New Section 5 on freezing bakes added. Section 4 “After baking” updated to reflect new Baking Sheet fields (date baked, date frozen, date defrosted). Allergen-window wording corrected from “previous 24 hours” to “24 hours before baking”. Annual review extended to cover freezing practice.
March 2026	Version 2.1: Onboarding updated — separate Food Hygiene Assessment form removed. Kitchen setup and food hygiene reconfirmation is now covered by the annual Cake Curator review form, which is sent automatically when a new Curator is set up. Annual review section updated to reflect combined form. Narrow margins applied.
March 2026	Version 2.0: Restructured into onboarding and ongoing baking sections. Food Hygiene Assessment separated into its own document. Annual review process added. SFBB+ references removed.
2024	Version 1: original document created.

1. Welcome, and thank you!

Beech Coffee and Cake is a community gathering space — a warm and friendly place for conversation, connection, and of course, wonderful home-baked treats. Our Cake Curators are at the heart of what makes it special, and we are so glad you are part of the team.

This manual covers everything you need to know to bake safely and confidently for the Coffee and Cake shop. It is organised into two main parts:

- Getting started — what to do when you first join as a Cake Curator.

- Every bake — your checklist and baking sheet for each time you bake.

For other practical information — the volunteer calendar, expense claims, and general operations — please visit our operations page:

Beech Coffee and Cake operations page

> Got a question? We're always happy to help.
> Email us at or message the Cake Curator WhatsApp group.

2. Your role as a Cake Curator

As a Cake Curator your responsibilities are:

- Bake cakes, brownies, flapjacks or biscuits at home and deliver them to the village hall on Friday morning between 9:00am and 10:00am.
- Complete a Baking Sheet each time you bake, listing your ingredients and any allergens processed in your kitchen in the 24 hours before baking.
- Follow our food hygiene practices as set out in this manual.
- If you choose to freeze your bakes in advance, follow the rules in Section 5.
- Let us know if you are unwell and cannot bake — see the important note on illness below.

> ⚠ **Illness: a legal requirement**
> Do not bake or handle food for the Coffee Shop if you have diarrhoea and/or vomiting.
> You must wait until 48 hours after all symptoms have stopped before baking again.
> Please let us know as soon as possible so we can arrange cover.

What to bake

We serve approximately 30 people each week. A typical bake for one Curator covers:

- 2–3 cakes (e.g. lemon drizzle, coffee, chocolate, carrot, ginger)
- 1 tray of brownies or similar traybake
- 1 dozen flapjacks or biscuits

Bake what you love to bake! Discuss with the Cake Curator WhatsApp group in advance so you know whether you're baking solo or sharing with another Curator that week.

> Allergen awareness: We cannot guarantee any of our products are free from specific allergens, as cakes are prepared in home kitchens. Our Baking Sheet and allergen disclaimer manage this for customers. Always identify allergens clearly on your Baking Sheet — never guess. See Section 4 for more detail.

Costs and expenses

We reimburse Cake Curators for the cost of ingredients. Once you have baked and delivered, please submit your costs using the online expense claim form on the operations page. We will transfer payment to your bank account.

3. Getting started: your onboarding steps

Before your first bake, there are four things to complete. Because we are a registered food business, we have a legal obligation under food hygiene regulations to ensure everyone handling food for us has been trained and their kitchen setup documented.

Step 1: Register as a BVH Volunteer

If you have not already done so, please register as a volunteer on our website. This takes just a few minutes.

Register as a BVH Volunteer

Step 2: Complete your food hygiene training

As a home baker supplying food to a registered food business, food hygiene training is a legal requirement. The Food Standards Agency provides free short videos — please watch all three before your first bake:

Topic	Link
Handwashing	FSA handwashing video (YouTube)
Cleaning effectively	FSA cleaning video (YouTube)
Allergens	FSA allergen guidance

Step 3: Complete your annual review form

When you are set up as a Cake Curator, we will send you a link to our annual review form by email. For new Curators this form also acts as your food hygiene assessment — it records how you manage food safety in your home kitchen and confirms you understand your responsibilities.

The form covers:

- Your kitchen setup — cleanliness, suitability, and pest control
- Allergen awareness and Baking Sheet commitment
- Handwashing, cleaning, and food handling practices
- Illness rules
- Freezing practice (if you intend to freeze any of your bakes)
- Your confirmation that you are happy to bake for us

It takes less than five minutes to complete. Your response is stored securely by BVH and forms part of our food safety records.

> You will receive this form automatically by email once we have added you to our volunteer system. Each year we will send it again as your annual check-in — so you only ever need one form, once a year.

Step 4: Join the Cake Curator WhatsApp group and calendar

We will send you an invitation to our Cake Curator WhatsApp group — this is where the team coordinates baking schedules and shares updates.

Our baking calendar is available on the operations page. Once you have chosen your dates, drop us an email and we will send you calendar invitations as a reminder.

4. Every bake: your checklist

This section is your practical guide for each baking day. The key principles from your food hygiene training apply every time you bake — this checklist is your reminder.

Before your bake — check these off	
□	I am fit and well (no diarrhoea or vomiting in the past 48 hours).
□	I have bought my ingredients and checked use-by dates.
□	I have downloaded and prepared my Baking Sheet ready to complete.

Before your bake — check these off	
□	My kitchen surfaces and utensils are clean.
□	I have washed my hands thoroughly with soap before starting.
□	I have put on a clean apron.
□	I have checked my hands for cuts and covered any with a plaster.

During your bake	
□	Wash hands again after touching anything unrelated to baking (phone, pets, rubbish, etc.).
□	Keep raw ingredients (e.g. eggs, uncooked butter) away from ready-to-eat foods.
□	Use single-use cloths where possible; if reusing cloths, use a clean one for food surfaces.
□	Do not carry out laundry, feed pets, or handle nappies during food preparation.
□	Ensure cakes are fully cooked before removing from the oven.
□	Allow cakes to cool fully before covering or boxing — do not seal in heat.

After baking: completing your Baking Sheet

Every time you bake for the Coffee Shop you must complete a Baking Sheet. This is a legal requirement as we are a registered food business. The Baking Sheet is made available to customers on request and is used to provide allergen information.

Your Baking Sheet must include:

- Your name and the date for sale (today).
- The date the bake was made (date baked).
- Whether any of the bakes on the sheet were frozen — and if so, the date frozen and date defrosted.
- For each product: the name of the product, a full list of ingredients, and any allergens processed in the same kitchen space in the 24 hours before baking.

> The 14 allergens to declare if present: Peanuts, Tree nuts, Milk, Eggs, Fish, Shellfish, Soya, Gluten-containing cereals (wheat, rye, barley, oats), Sesame seeds, Celery, Mustard, Lupin, Molluscs, Sulphur dioxide / sulphites.
>
> Never guess about allergens. If you are not certain, check all ingredient packaging carefully.

Download a printable Baking Sheet from the operations page: Download Baking Sheet (PDF)

Delivery — Friday, 9:00am–10:00am	
□	Pack cakes in clean, covered containers. Keep them cool if the weather is warm.
□	Bring your completed Baking Sheet with you.
□	Help write up the cake names and allergen info on the Coffee Shop chalkboard.
□	Submit your expense claim online after delivery.

Expense claim form: Beech Coffee and Cake expense claim

5. Freezing your bakes

Some Cake Curators prefer to bake in advance and freeze. That is fine, provided you follow the rules below. The same food safety principles apply — they are simply stretched over a longer timeline.

What you can freeze

- Plain sponges (Victoria, lemon drizzle, coffee, chocolate, carrot, ginger — uniced).
- Plain or chocolate cupcakes (without buttercream or fresh fruit).
- Loaf cakes (banana bread, fruit loaf, lemon drizzle loaf).
- Traybakes — brownies, flapjacks, blondies, plain shortbread.
- Biscuits.

What you cannot freeze

Anything containing fresh cream, whipped cream, custard, mascarpone, cream cheese frosting, fresh fruit fillings, cheesecake, meringue or raw-egg components must be baked fresh and delivered on the day. These do not freeze safely and are not eligible for freezing under our policy.

Freezing

- □ Wait until the bake is fully cool.
- □ Double-wrap the bake — cling film or foil plus a sealed bag, or a sealed rigid container.
- □ Label the wrapping at the time of freezing with: bake type, ingredients, allergens present in the bake, allergens in the kitchen on the bake day, date baked, and date frozen.
- □ Store at -18°C or below.
- □ Maximum frozen storage: 1 month from the date baked. Anything older is discarded — please do not bring it to the shop.

> **Why labelling at the time of freezing matters:** it captures the allergen and ingredient information when your memory is freshest. Reconstructing this from memory weeks later is the single biggest risk freezing introduces — the label removes it.

Defrosting

- □ Defrost at home, in the sealed packaging.
- □ Either overnight in the fridge, or for up to 4 hours at cool room temperature, kept covered.
- □ Bring the bake to the village hall fully defrosted.
- □ Never defrost at the venue. Never re-freeze a bake once defrosted.

Recording on your Baking Sheet

The Baking Sheet has a tick block at the top for frozen bakes. When you bring a previously-frozen bake:

- Tick “Yes” for “Were any bakes on this sheet frozen?”
- Fill in date baked, date frozen, and date defrosted.
- The allergen and ingredient information should match the label you put on the wrapping when you froze it.

> ⚠ **End of session**
>
> Any defrosted bake that is not sold by the end of the session is discarded — it is not taken home for resale and it is not re-frozen.

6. Annual review

Each year we will send all active Cake Curators the review form by email. The form covers:

- Confirming your kitchen setup is still clean, suitable, and pest free
- Reconfirming your allergen awareness and Baking Sheet commitment
- Confirming you understand the food hygiene requirements for your role
- Confirming your freezing practice (if you freeze any of your bakes) follows Section 5
- Confirming you are still happy and able to continue as a Cake Curator
- Any feedback or suggestions you have for us

The form takes less than five minutes to complete and helps us keep our food safety records up to date and ensures we remain compliant with FSA requirements.

If anything significant changes in your kitchen during the year — such as a new pet, major renovation work, or a change in the household — please let us know at any time rather than waiting for the annual review.

7. Key contacts and links

What	Link or contact
General enquiries and scheduling	bookings@beechvillage.org.uk
Operations page (calendar, expenses)	beechvillage.org.uk/beech-coffee-and-cake-operations
Register as a volunteer	beechvillage.org.uk/volunteering
Baking Sheet download	Download PDF
Expense claim form	Submit expense claim
Report a problem at the hall	BVH problem reporting
FSA handwashing training	Watch on YouTube
FSA cleaning training	Watch on YouTube
FSA allergen guidance	food.gov.uk

Thank you for being part of Beech Coffee and Cake!

Your baking makes a real difference to our community.