



Baking Ideas Operations Manual

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Offering

Baking Ideas provides independent businesses and the wider community with new opportunities to learn and develop. Through workshops, skills exchanges, demonstrations, research and commercial activity.

The Community Kitchen has a key role in building strong, engaged, creative and sustainable communities for the future.

This kitchen is a flexible space to meet the requirements of the community

All users must work together in order to ensure its continued success

Activities and users

The Baking Ideas kitchen is a professional space designed to be used by:

- Existing businesses that need to develop or expand
- Individuals wishing to develop or start their own food business
- Educators
- Community and welfare organisations

The Baking Ideas kitchen is a professional space designed to be used for:

- Catering demonstrations and pop-up restaurants
- Provision of practical advice surrounding food hygiene & budgeting for start-up businesses
- Basic cooking skills, health and dietary advice
- Commercial hire
- Education and training and support of socially and financially vulnerable groups

Expectations

- Cleanliness - All users are expected to leave the kitchen and premises as they found them. Any cleaning required from the management team will be charged @ £25 p/hr with a minimum of 1 hour charge deducted from deposit.
- The Baking Ideas kitchen has been stocked with basic commercial equipment, utensils and cleaning products. Users must ensure all equipment remains on site unless prior hire arrangements have been agreed. All items used must be cleaned and suitably stored following any Use or Hire Period.
- Upon arrival the inventory must be accepted and signed for, from which point the user will be liable for all equipment. Any breakages will be charged at cost + 10%. Any deemed excessive use of disposables will also be chargeable.
- Utility costs are included in all hire charges. We have a smart meter on our power supply and ask that consideration and efficiency is maintained at all times.
- Regular maintenance is carried out on all appliances, if any equipment appears to be faulty please inform us immediately both verbally and by email.

Booking

- All enquiries to use The Baking Ideas kitchen will be dealt with in the order in which they are received in writing and without preference.
- Any potential clash of bookings will be referred to the management team for resolution
- Bookings will only be allocated following confirmation of payment of fees & deposit in full, this will be made via our online booking system. Deposits will be refunded within 48hrs of checkout inspection.
- The attached plan shows the layout of the premises.
- Bookings can be made in blocks of time as shown on the table below with differing rates for different user groups. Additional hours are available if there is no other booking immediately following allocated time.
- Booked time must include provision for cleaning. Up to 1 hour may be required for cleaning.
- All bookings will be confirmed via email

Prices

	9am – 1pm	1pm – 5pm	6pm – 10pm	Whole day 9am – 5pm
Community group	£40	£40	£45	£60
Public sector	£200	£200	£250	£350
Start-up business	£40	£40	£40	£60
Established business	£200	£200	£250	£350

Resources

People – Baking Ideas has a management team that is made up of local volunteers. They look after all aspects of the day to day running and closely monitor progress to ensure that our short, medium and long term goals are met. Please consider that all of the team are volunteers and currently offer their time and experience for free, your contact will be made known to you prior to arrival.

Utilities - We have a meter on all utilities and whilst running costs are included in our fees, we ask that consideration is made as to your usage. All equipment and lights must be turned off prior to sign out and keys returned to designated contact.

Maintenance - There is an ongoing schedule of routine maintenance, including risk assessments, inventory stocktakes, fire checks, deep cleans. Should you find any product is faulty, please make it known to us by way of the report section of this manual.

Equipment

Baking Ideas has the following equipment and all have their operating manuals:

- Lincat Lynx 400 induction hob
- Blue Seal turbofan convection oven
- Bio Chef food dehydrator
- Kitchenaid heavy duty, 6.9 litre mixer
- Fridge freezer

The kitchen has a wide range of utensils, pots, pans, crockery and cutlery. Please refer to 'Expectations' section above regarding use and breakages.

Site plan

