



Catering at Cuboree 2023



For Adventure!

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Welcome

Any wise Cub Scout Leader will tell you that there are two essentials to ensure a fun and happy camp: keeping warm and being well fed.

We recommend that all Line Leaders and Parent Helpers attending Cuboree read this book cover to cover, especially if you're lucky enough to be a Unit Cook!

Our goal quite simply is to ensure that everyone at Cuboree XI 2023 is well fed. To do that we need four key ingredients:

1. Planning
2. Equipment
3. People, and
4. Food

Throughout this booklet you'll find little to-do lists, a lot of which will already be on your radar but use these as a second check. They'll appear like this:

- First task, read this booklet cover to cover

About Us

The Catering team is a group of Leaders, Youth Members, Fellowship Members and friends of Scouting. We will do everything that we can to ensure you have a great food experience at Cuboree. If you have any queries or concerns, please get in touch with us as soon as possible – we promise to do our utmost to help.

Help

We're here to help! Find some important resources here:

<https://scoutsvictoria.com.au/activities-events/events/cubs/cuboree-2023-resources/>

Or we're only an email away: catering@cuporee.com.au



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Planning

Organise Your Team

Jump on the phone and tell lots of people about the awesome experience they'll have by joining your Unit as a cook. Cooking as a team and for 50+ people may be a new experience for most, but we've made the menu super easy.

- Organise your kitchen team
- Get them a copy of this booklet

Organise Your Equipment

Catering for a Cuboree Unit requires a lot of equipment which may not be able to be supplied by just one group. Speak to the Group Leader or Scout Leader at each Group in your Cuboree Unit to work out where the equipment is coming from, how it's getting to Gilwell, who is setting it up and how it's getting home.

- Work out what equipment your Group can supply
- Contact other groups to see if they'll be able to help out

Planning Your Campsite

Unit sites are set-up the weekend directly before Cuboree and packed-up the weekend after. This means that when the Cub Scouts arrive it's all ready to go and they can focus on fun activities. Speak with your Unit Akela about the help required to set up and pack-up the kitchen and dining area as well as the overall layout of the site.

- Plan layout of the dining room, servery, kitchen, pantry and wash area

Preparing For Meals

The following provides a guide for the meal service times while at Cuboree. They could be adjusted during the event depending on various factors, so we suggest that you check these times with your Unit Akela each day.

Meal	Time
Breakfast	7:00am – 8:00am
Lunch	12:30pm – 1:30pm
Dinner	6:00pm – 7:00pm
Morning/afternoon will generally be taken to activities	



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Plan ahead, working back from the time that you want to be ready for service, how much needs to be done, how many volunteers you have there, and therefore, importantly what time you will need to start.

The list of meal preparation duties should be written down so that at any time everybody knows what needs doing next. A laminated A3 copy and a whiteboard marker for changes, is a great way to plan and manage a list of your tasks.

- Draft prep list before Cuboree and have your team review it
- Print several copies and bring them to Cuboree

<i>Sample Prep List: Day 2 Dinner</i>		
<i>Time</i>	<i>Task</i>	<i>Completed</i>
<i>2:00pm</i>	<i>Collect supplies from Subcamp</i>	<i>✓</i>
<i>3:30pm</i>	<i>Discuss meal with team</i>	<i>✓</i>
<i>3:45pm</i>	<i>Collect ingredients from pantry/esky</i>	<i>✓</i>
	<i>Hot water for washing and cooking</i>	<i>✓</i>
	<i>Turn on BBQs</i>	
	<i>Prepare modified diets, salads</i>	
<i>4:00pm</i>	<i>Cook onions</i>	
<i>4:30pm</i>	<i>Cook sausages, hamburgers</i>	
<i>5:45pm</i>	<i>Cubs wash hands</i>	
	<i>Layout servery</i>	
<i>6:00pm</i>	<i>Serve dinner</i>	
<i>6:30pm</i>	<i>Serve dessert</i>	
<i>7:00pm</i>	<i>Wash cookware, crockery, tables etc</i>	
	<i>Clean kitchen, take out rubbish</i>	



Equipment

Remember that you are cooking for 50+. How much equipment and how much space does it take to feed 50+? Quite a lot.

Select equipment that's designed for heavy duty use.

Dining tables are too low to be used to

prepare meals. Work benches should be at least 150mm higher. The tables that hold your burners need to be protected from the heat with a cement sheet or similar.

Shelves for your equipment and food items both in your pantry and kitchen will increase efficiency. There is approximately '8 shopping trolleys worth of food' to store in your pantry.

Some Units might convince a local plumber to assist with setting up an instant hot water service with hot and cold running water and drainage to your sinks.

Lighting in the kitchen and dining area is essential. Generators and gas lighting are not allowed; LED lights are ideal.

All taps at Gilwell supply drinkable water.

Kitchen flooring can be great for keeping it cleaner and tidier.

Note that Cuboree will supply all gas.



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Gear List

Utensils

- 2 x 2L measuring jugs
- 20 x Large containers with lids
- 7 x 2L Jugs for cordial
- 6 x Cook's aprons
- 4 x Large cutting boards
- 3 x Foil lined polystyrene boxes with lids (or Eskys)
- 1 x Digital scales (up to 5kg)
- 4 x Egg lifters, serving spoons, slotted serving spoons, ladles
- 12 x Serving tongs
- 2 x Paint scrapers to clean BBQ
- 6 x Sharp/serrated knives
- 2 x Can openers, scissors, potato mashers, large whisks
- 6 x Mini plastic containers (for butter/spreads) Coeliac participants
- 1 x Container for kitchen utensils
- 50 x plates, bowls, cups, cutlery

Cookware

- 2 x Frying pans (35cm)
- 1 x Wok (40cm)
- 2 x 2L Saucepans
- 2 x 10L Pots
- 3 x 30L Pots
- 3 x Baking trays with lids
- 1 x Kettle (for stovetop)
- 2 x Large colanders/strainers
- 2 x Gas BBQs with hot plate
- 2 x Gas two burner stoves
- 2 x Hoses, splitters, regulators for 2 gas bottles to 4 appliances
- 2 x Gas BBQ lighters

Cleaning & Safety

- 4 x 9L plastic buckets
- Digital Thermometer

- 50 x Tea towels, yes 50!
- 3 x Wash up brushes
- 3 x Washup bowls on stand
- 1 x Clothesline and 40 pegs
- 3 x 70L Rubbish bins with lids
- 1 x Fire blanket
- 1 x Dry Chemical fire extinguisher
- 1 x First Aid Kit for the kitchen, with extra burn and cut treatments (incl. blue bandaids)
- 2 x Pairs heavy-duty gloves for hot pots (e.g. leather gardening gloves)

Miscellaneous

- 1 x 6 square metres shelving
- 4 x Huge Eskies
- 1 x 50m hose and fittings/trigger
- 1 x Grease trap
- 4 x Plastic trestle tables with leg extensions (raise to working height)
- 1 x Dining shelter, tables and seats for entire Unit
- 1 x Kitchen tent (6x3m)
- 1 x Storage tent (3x3m)
- 1 x Serving area tent (3x3m)
- 2 x Trek carts
- 1 x Massage table and scented oils (just checking you're reading this)
- 3 x Copies of this booklet
- 1 x Set of whiteboard markers

Optional (but highly recommended)

- 1 x Battery / solar lighting
- 1 x Kitchen sink on stand
- 1 x Instant hot water service
- 1 x Flooring for kitchen

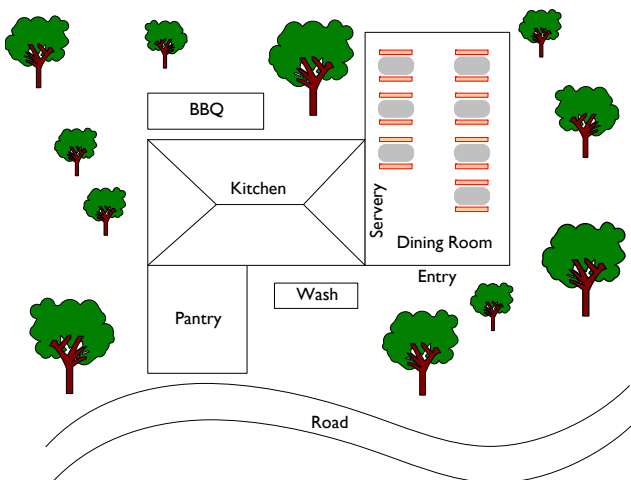
If you're missing any equipment, try talking to neighbouring groups, or you can hire from the Scout Q-Store qm@scoutsvictoria.com.au



Kitchen Layout

The layout of your kitchen and dining area has a significant impact on its efficiency.

Take advantage of trees that may help to hold up your structures. Think about the placement of tables, shelving, storage, flooring, walls, natural light, artificial light and separation of hot surfaces from the Cubs. The theory is that food enters from one side, is prepared and cooked, then served on the other.



Cubs waiting to be served should walk past the hand wash.

The wash-up area should provide for both kitchen and crockery cleaning.

Having a separate storeroom allows for an uncluttered kitchen.



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Rubbish

Rubbish will be collected daily by the ACE team from Sites and Services.

There are collection points dotted throughout the park and you'll find one near your campsite. They look something like this. →

All rubbish needs to be appropriately bagged and stored. Please never leave loose items for someone else to tidy up.

When you're collecting waste in your Unit, there are four streams to think about:

Co-mingled recycling – Each Unit will receive a roll of clear plastic bags in their initial pantry. This is to place co-mingled recycling into. Please ensure this only contains paper, glass and plastic. Sorry, soft plastic can't go in here.

Cardboard – Lots of your food will come in cardboard boxes. Please flatten it all and place neatly at the collection points.

Organic waste – Each Unit will get an organic waste bin and compostable liners. You can put all food waste (including meat and dairy) into these bins. Then when the bag is full, take to your rubbish collection area and pop into one of the large white pails. Otherwise, take to your Subcamp HQ where there's a big Organics skip. We need you to return these caddies at the end of camp please, so we can use them next time.

Landfill – this is what we're wanting to reduce, so only put things into the black garbage bags when they can't go in one of the other waste streams.



We look forward to your help in making this the most sustainable major scout event yet!



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People

Kitchen Team

All members of your kitchen team must be registered Cuboree attendees. Parents are not permitted to just turn up “to help”. We suggest that you have a team of 2-3 volunteers, consisting of:

Chief Cook – should understand the menu and the requirements to get each meal ready on time and be able to communicate this effectively with the rest of their team.

Storeman / (2IC) – will track and manage all supplies as well as assist the chief cook.

Modified Diets Cook – understand which members in the Unit require a modified diet and ensure all modified diets are prepared for each meal according to each person’s approved menu, with no cross-contamination.

The menu has been designed so that you do not need a qualified chef. Most of the main course items will arrive precooked, vacuum packed, ready to heat and serve. Everyone will need to pitch in and help with cooking/cleaning tasks as required.

- Determine who the kitchen team are, and that they’re registered for Cuboree
- Make sure they have all the info they need (including this booklet) to start preparing

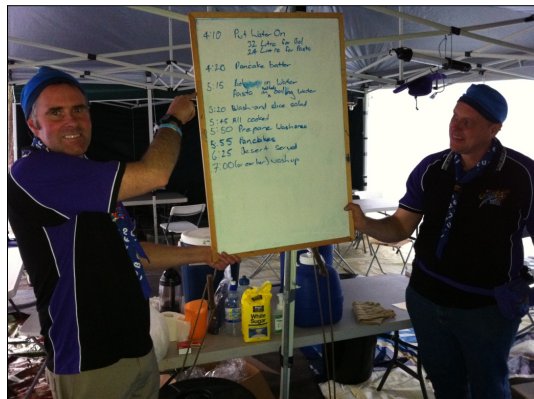
Rosters

The kitchen team will need to start as early as 6.00am and finish as late as 9.00pm. There will be plenty of time for breaks throughout the day, and some meals might require more or less work, so plan a roster to ensure no one is working 15hr days.

Share the early morning and evening meals between the team and try to give everyone at least a half day off, including the Chief Cook.

Line leaders can help with serving meals, just don’t forget they need time to recharge and refuel too.

- Review the menu and workload for each meal
- Draft and print a roster ensuring everyone has adequate breaks
- Review the roster with your team at Cuboree each day and adjust as necessary



Food

Pantry Items (Non-Perishables)

Many of the non-perishable items required for the whole week of Cuboree will be collected during the setup weekend, Saturday or Sunday between 1pm and 3pm.

If you run out of anything, please check with your neighbours to see if they have any spare. If not, get in touch with us via your Subcamp HQ and we can help you out.

Gas and ice are available during Cuboree from your Subcamp HQ. You'll get 2 bottles to begin with and can get a third if needed.

At the end of Cuboree, you are welcome to take home any open packages of food but be sure to transport it in a food-safe way. **Unopened items are to be returned to your Subcamp HQ by Friday 1pm** so that we can return them for a refund or donate to charity.



- Collect your pantry items from Subcamp HQ sometime between 1pm and 3pm on Saturday or Sunday
- Set-up and stock the pantry



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Fresh Items (Perishables)

With each daily collection you will receive all of the fresh items you need for the next 24 hours - tonight's dinner, and tomorrow's breakfast and lunch.

Food will be packed into plastic crates. Please **return your empty plastic crates to the Subcamp by 4pm** each day as we require them to pack the next day's food.



All your fresh (perishable) items will be available for you to collect from the Catering Store at your Subcamp HQ at your designated time each day:

Unit collection times			
Time	Subcamp 1	Subcamp 2	Subcamp 3
1:00-1:30pm	101-110	201-210	301-310
1:30-2:00pm	111-120	211-220	311-320
2:00-2:30pm	121-130	221-230	321-330
2:30-3:00pm	131-133	231-233	331-339

At the end of Cuboree, **all crates must be returned to us**. They're hired, and your group will be charged for any that are missing.

- Source two trek carts to bring to camp
- Return your empty plastic crates by 4pm each day
- Return the empty plastic crates at the end of camp



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Modified Diets

We have been analysing the menu and application forms to ensure that there are appropriate replacement items for everyone with modified dietary needs.

Before Cuboree starts, your Unit Akela will have logged into the Application System and printed off your Modified Diets Report. We know that things change. New allergies crop up or someone is now a Vegetarian. If something changes, tell us ASAP.

- Ensure you have the Modified Diet Report for your Unit
- Tell us of any Modified Diet changes

At each day's pick up we will give you a sheet detailing the modified diet supplies that we have allocated to your Unit for that day. Please don't hesitate to ask us if we can help you interpret that document.

Allergy Advice

If you are cooking for somebody with a Modified Diet, we suggest that you read the menu now and discuss it with the parent/person well before Cuboree.

Cuboree XI 2023 is a Nut-Free Camp. The Catering Team will not be providing any foods containing nuts. Similarly, no participants are to bring any products on site that contain nuts, including alternative milk products eg. almond milk.

We always suggest referring to the detailed ingredients labels on food packaging before serving to anyone with allergies. If you have a member of your Unit with a severe allergy, there should be a risk management plan in place, and all leaders within the Unit should be aware of it.

Modified Diet items can be contaminated by secondary contact with other items. Use a separate part of the kitchen, separate cookware and individual utensils for each Modified Diet item. Eg. don't cook the gluten free sausages on the BBQ immediately after you have cooked pancakes on it. If you are concerned about an item having been potentially contaminated or not being fit for service - DO NOT USE IT!

BYO

- Some Parents and Leaders with Modified Diets may feel the need to send/bring some of their own food. Whilst this is ok, we do ask that it is provided in accordance with Hazard Analysis Critical Control Point (HACCP) principals, is nut free and doesn't compromise the safety of food provided by Cuboree.
- Complete a risk management plan for any severe allergies
- Ensure all adults are briefed on any severe allergies within the Unit
- If you're not sure, ask for help



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Food Safety

The menu has been designed to reduce the potential for food-related contamination. It is still vitally important that you create and follow a Food Safety Plan for your kitchen. Temperatures at the critical control points of receiving food, storage, preparation, cooking and serving should be monitored and recorded.

Keep it very cold and serve it very hot is a good general policy.

Food can only be between 5°C and 60°C (commonly called the danger zone) for a maximum period of 4 hours in total.

We recommend you don't keep leftovers during Cuboree, as each day you will be receiving another shopping trolley's worth of food. Whilst nobody likes to see food wasted, people like to see food poisoning even less.

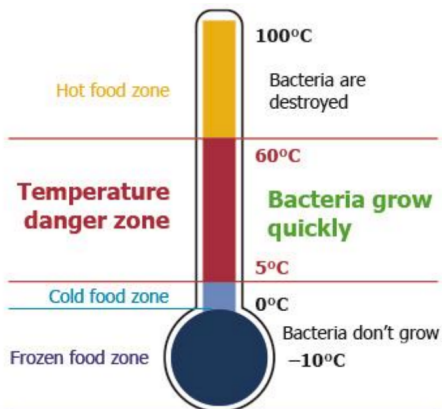
We strongly recommend that everyone who will be involved in the preparing and serving of food should do the free online DoFoodSafely course provided by the Victorian government at <https://dofoodsafely.health.vic.gov.au>

Complete the DoFoodSafely course

All food and utensils must be stored in sealed containers and kept off the ground.

Kitchen equipment must be washed using **hot** soapy water – the water should be too hot to touch without gloves.

All food preparation, serving and eating surfaces and equipment should be washed first and then sanitised after use and again immediately before use.



Anyone entering the kitchen must wash, dry and sanitise their hands every time they enter the kitchen. Similarly, everyone should wash, dry and sanitise their hands before eating.



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Anyone working in the kitchen should wear a clean apron and the apron is not to be worn outside of the Kitchen/Dining area. Hair to be tied back and held under a cap or hair net.

Any person suspected of being unwell, even mildly, should be immediately excluded from the kitchen and food related duties. An outbreak of “gastro” can ruin anyone’s day and if left untreated, it can spread within hours through several Units. If you suspect a case of gastro, please immediately isolate the person concerned and any item they may have touched. Advise the Cuboree medical volunteers via your Subcamp HQ.

Core Menu

You can find the latest Detailed Menu and Detailed Ingredients list on the Cuboree Resources page at <https://scoutsvictoria.com.au/activities-events/events/cubs/cuboree-2023-resources/>

With each perishable food collection, we’ll provide a sheet detailing the menu, suggested methods of cooking and portion sizes.

- Review the Detailed Menu and Ingredient list ahead of Cuboree, familiarise yourself with the details and highlight any Modified Diet concerns

Cooking and Serving Tips

With each perishable food collection, we’ll provide a sheet detailing the menu, suggested methods of cooking and portion sizes. Here are some tips to get ahead:

Be Prepared: Cubs could arrive early, or late. Plan ahead with your Unit Akela as to what time they want the meal served but be prepared to adjust as needed. Hot food can be held for a short time in eskies or foil lined foam boxes, and cold items can be laid out and covered. But remember that food can only be in that temperature danger zone for a total of 4hrs.

Hot Water: It takes around an hour to heat a large pot of water for pasta or rice etc., but only 40mins with a lid on. Pots heat faster when ALL of the flame is directed under the pot, and not going up the sides. Use the pots of water after heating the bags of food, for wash up.

Heating Pre-Cooked Food in Bags: To heat the napoli sauce with meatballs and chicken pieces, place 15L of water in a 30L pot and heat until boiling. Submerge the bags UNOPENED into the boiling water and allow the water to reheat. As soon as the water returns to the boil, reduce the heat and allow to gently simmer (not boil) for 30mins. Then it’s ready to serve.



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Serving Order: Modified Diets should be served first, followed by having one table of Cubs lining up at a time to avoid traffic jams and restless Cubs and Leaders.

Portion Sizes: Are all based on the exact number of Cubs and Adults in your Unit. The portion sizes are suited for Adults, however we have allowed a two-thirds portions for Cubs. If your Unit includes a few Modified Diets such as 3 Vegetarians, this will be supplied in addition to the Standard serves. Please be mindful of the portion sizes when you're serving meals – you don't want to serve a full ladle of Napoli sauce into 20 bowls before you realise that it should have been half a ladle each.

How To Speed Up Service: Try giving the Cubs a bit of everything on their plate, even if they don't eat it all – it will be quicker than having them umm and ahh over whether they will or won't have a particular item. (This is of course after you have taken into account any Modified Diet or Personal menu requirements.) You may even want to consider having Leaders take plated food to the table rather than the Cubs collecting their own.

Don't Stress If They Don't Eat Everything: It's not our job to change fussy eaters. Positive peer pressure will see most Cubs eat most things on their plate, and if they don't, it's only a few hours until the next meal.

Help On-Site

Members of the Catering Team will be at your Subcamp Catering Store distributing supplies at the following times:

- Saturday September 23 and Sunday September 24, from 1pm – 3pm
- Monday to Thursday during camp, 1pm – 3pm

Remember you can always ask questions at these times or contact us through your Subcamp.

Good luck, and remember we're here to help!



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