

Public Use of the Carleton Place Community Oven Training Guide



Thank you for your interest in using our Community Oven, located at Carleton Junction.

This Training Guide will provide you with "the basics" to help you plan and prepare for your outdoor oven event and usage of the outdoor oven from start to finish.

- **Section 1:** outlines planning for your event by providing details on what is needed before the day of your event, along with a checklist to keep you on track.
- **Section 2:** provides the steps for preparing the oven on the day of your event followed by the step-by-step instructions for heating the oven. Details on what is needed after your event are noted at the end of this section. A basic checklist for things to remember on the day of your event can be found at the end of Section 2.
- **Section 3:** links to resources such as application forms, web sites and contact information can be found at the end of this Training Guide.

The Town of Carleton Place Recreation and Culture Department would like to remind patrons that the Community Oven was built thanks to many fundraising initiatives and community donations. Each patron is responsible for ensuring that the Community Oven is left in the same condition it was found so that it remains fully functional for other users. Permit holders are reminded that they are responsible for the Community Oven and any equipment provided to them for the duration of the rental. Any damage, stolen or missing items will result in an extra charge. Failure to properly clean the Community Oven after use may also result in an extra maintenance/cleaning charge.

If you have questions or concerns, please contact the Recreation and Culture Department at (613) 257-1690.

We recommend that you print this Training Guide and bring it with you to your event.

We hope you enjoy the Carleton Place Community Oven!

Section 1: Planning Before the Day of Your Event

This section provides detailed information about the basic things you should consider and have in place before the day of your event.



1. Basic Training

- At least one member of your group that will be at your event must be trained on how to use the Community Oven. This individual is responsible for operating the oven during your event. Completing the review of this Guide and watching the How-To Video will meet the training requirement.

2. Community Oven Permit

- Prior to filling out the permit application you will need to reach out to the Recreation and Culture Department to discuss your proposed booking and event. This will allow you to determine if the oven is available, what utensils and equipment you will require and necessary health unit permits (if applicable). Once you have all the required information, you will then be able to proceed with completing the **"Community Oven Application Form"**.
- If you are planning to serve or distribute food to the public, the South East Health Unit must review details about your event. Your application must be submitted **at least 6 weeks before your event date**. This will give both the LGLDHU and the Carleton Place Recreation and Culture Department enough time to review your application and gather any additional information needed.

3. Keys and fee for the Community Oven








- The Community Oven is locked when not in use to avoid damage and/or vandalism.
- Once the appropriate training and paperwork has been completed, and fees have been paid; you will be provided with the key for the oven by visiting the Carleton Place Arena during office hours.
- It is the responsibility of the permit holder to ensure they make the necessary arrangements to obtain and return the key. The key is expected to be returned to the Carleton Place Arena no more than 24 hours after your booking.
- A deposit will be required for the key and rental. This will be returned to the permit holder provided the following conditions are met:




- The key has been returned promptly in the timeframe outlined in this training guide.
- The Community Oven and surrounding area has been cleaned according to the instructions set out in this training guide. Should staff be required to clean the Community Oven and/or surrounding area, this may result in the deposit not being returned.

4. Tools for Using the Outdoor Oven









- A variety of tools and utensils are needed to clean the oven and to get food in and out of the oven. These tools will be provided to you for your use of the Community Oven. These items are kept locked in the storage bin beside the Community Oven, which you will be given access to with your rental.

Tools provided to you through your rental of the Community Oven include:

Tool / Utensil:	Why you need the tool / utensil:	Image
Hard rake	The rake is used for removing coals and ashes from inside the oven.	
Garbage bags / Recycling bins	Garbage bags are used to collect litter from your event. Recycling bags are used to collect recyclable materials from your event. You are responsible to take both with you for disposal at the end of your event.	
Metal bucket	The metal bucket is used for collecting coals / ashes from the inside of the oven.	
Clean mop (NOTE: The mop should NOT have had any prior contact with cleaning chemicals)	The clean mop is used to wipe down the inside of the oven during cooking and baking.	
Mop bucket (with water)	The clean mop is dipped in the mop bucket with water.	

Bucket of sand and shovel	A bucket of sand and a shovel are used to extinguish coals and fire.	
Wooden peel	The wooden peel is used to put pizza into the oven.	
Metal peel	The metal peel is used for removing pizza from the oven.	

Tools you are required to bring (as needed):

Tool / Utensil:	Why you need the tool / utensil:	Image
Oven mitts	Oven mitts are used to protect the oven user's hands from hot surfaces.	
Oven or BBQ thermometer	The thermometer will measure the temperature inside the oven.	
Rolling pin(s)	The rolling pin is used to spread out the dough.	
Knives/Pizza cutter	Knives and pizza cutters are used to cut dough, cooked pizza and other ingredients used in recipes	
Lighter/Matches	The lighter/matches are used to light the fire inside the oven.	
Recipes (optional)	Recipes will help the oven user and event participants in preparing food.	
Spoons	Spoons are used to smooth sauce onto pizza dough and for adding ingredients to recipes.	
Cellular phone	A cellular phone should be readily available in case of emergency.	

--	--	--

5. Firewood

You will be provided with enough firewood to complete one 3-hour baking/cooking session. Additional required wood that goes above and beyond this typical usage is the responsibility of the permit holder

You may **NOT** use any of the following as firewood:

- pressure treated wood
- creosote treated wood
- any other treated or painted wood
- wooden skids
- old furniture
- fire-starting fluids
- chemicals
- construction waste
- household waste
- rubber or rubber products
- plastic or plastic products
- waste petroleum products



These products are damaging to the Community Oven and very unsafe for ingestion.

The Community Oven will require 1-2 hours of heating time before cooking in the oven can commence. Permit holders should plan accordingly when determining an appropriate booking timeframe for usage of the Community Oven.

6. Food Ingredients

You will need to bring all the cooking ingredients that you'll need to cook / bake your items. For community events where your food is served to the general public, you will need to bring a thorough list of all the ingredients that will be used to prepare and cook your food. This list must be displayed at your event.



7. Safe Food Handling Requirement*

If you are planning to serve or distribute your food to members of the public, you will need to ensure that you are familiar with and meet safe food handling and preparation guidelines set forth by South East Health Unit. Details about these guidelines can be found on Health Unit's website at: [Food at Events - Leeds, Grenville and Lanark District Health Unit](#)

**Note: Private events are not subject to South East Health Unit guidelines, however, safe food handling and preparation measures are always recommended.*

Planning for Your Event

Outdoor Oven Checklist

Below is a checklist of items, in the order that you should complete them **before your event** to help you be prepared and ready on the day of your event.

- ☐ I have read all the guidelines in the Community Oven Training Guide.
- ☐ I have spoken with staff at the Recreation and Culture Department to discuss my event requirements, including:
 - ☐ What oven tools, if any, are already available to me and how I can access them
 - ☐ Any other additional requirements
- ☐ I have completed the permit application to use the Community Oven and have submitted it to the Recreation and Culture Department.
- ☐ I have obtained a permit, allowing permission to use the Community Oven in Carleton Junction and paid all necessary fees.
- ☐ I have spoken to staff with the Recreation and Culture Department to arrange for pick-up of the Community Oven key.
- ☐ I have made the necessary arrangements to have all the tools listed on pages 4-5 of this Training Guide available on the day of my event.
- ☐ I have adequate firewood for my event.
- ☐ I have all the necessary food ingredients required for my event.
- ☐ I have made a list of all the food ingredients to post at my event.
- ☐ I have reviewed and met the safe food handling guidelines set out by the South East Health Unit. (*Only required if food will be served and / or distributed to the public.)

Section 2: On the Day of Your Outdoor Oven Event

This section provides detailed information related to the day of your event, including preparing and using the outdoor oven, and tasks that need to be completed at the end of your event.

A. Preparing the Community Oven

On the day of your event, you will need to first prepare the oven before you start to heat up or "fire" the oven so it's ready for use. This will take a few hours so remember to allow adequate time for this step before you start to cook your food.

1. Unlock the opening to the outdoor oven. Make sure you put the lock in a safe place, away from the oven doors so that it does not get hot or misplaced.
2. Clean out the oven if there are ashes or old coals are inside. To do this, take your hard rake flat side down (spikes will scratch the oven) and drag the ashes or coals into a metal bucket. (Do not drag ashes or coals into a garbage bag!)

B. Heating the Community Oven

After the inside of the oven has been cleaned out, you are ready to begin heating the oven, also known as "firing" the oven.

1. Below are the steps to get the fire started:

Start your fire at the front of the bake oven



Place some crumpled newspaper in the oven



Lay about 10 small pieces of dry kindling on top

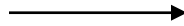


Finally, place 1 or 2 dry, seasoned hard wood logs on top



an a

2. Use your lighter or matches to the newspaper on fire. **Gently** blow on the flame to encourage the fire.



3. After the fire gets going and the top logs have started to burn down, add 2 to 3 logs so that the flame reaches the top of the oven. Be careful not to add too much wood at once – bigger is not necessarily better. The fire should be built so that it stays within the inside of the oven.



4. Once the fire is burning well, check on the fire every 20 minutes or so and add wood to keep the fire going. **The oven cannot be left unattended at this time.** Slowly begin to build the fire outwards towards the oven walls to promote the heating of the walls and to ensure that the oven floor has evenly distributed heat.

5. On average, after the fire has been burning for about 1 to 2 hours, the oven should be ready for use. Discuss general heating times with the Recreation and Culture Department Staff.
6. If you are using the oven as part of an event or preparing food for the general public; post a list of all of the food ingredients being used to cook/bake your food. A template that you can use can be found on page 15 of this guide.



C. After Your Event

After your event has finished and you are done using the oven, please remember to do the following:

1. **Remain in the general area for about an hour**

This will allow the fire inside the oven to die down. During this time, you can work on cleaning up the area, packing up your supplies, etc.

2. **Spread out coals**

Spreading out the remaining coals allows them to die out more quickly.



3. **Lock up the oven**



It will take a few hours for the coals and embers to cool down completely. To ensure this is done safely, close the oven doors, put the lock back in place, and secure the lock.

4. **Clean-up / Litter disposal**

Ensure that the general area around the outdoor oven is left in a clean state, and that all waste and recyclable materials from your event are removed.



5. **Clean outdoor oven tools**

Clean the outdoor oven tools that were provided to you to the best of your ability. Return tools to the storage bin in a neat and tidy fashion. Ensure that the storage bin is locked.

6. **Return Community Oven key**

Return the keys to the Carleton Place Arena (75 Neelin Street) no later than 24 hours after your Community Oven booking. Please confirm the hours that the key can be returned.



Day of Your Event

Outdoor Oven Checklist

Below is a checklist of tasks in the order that they should be completed on the day of your event.

- ☐ I have arrived at the site a few hours before I plan to serve food to allow the oven to pre-heat.
- ☐ I remembered to bring my permit, tools, firewood, food ingredients, list of food ingredients to be posted and this Training Guide.
- ☐ I have placed the lock to the oven in a safe place, away from the oven opening to avoid the lock from getting hot.
- ☐ I have cleaned out the ashes and coal from the inside of the oven using the flat side of the hard rake.
- ☐ I have started a fire at the front of the oven using newspaper, kindling and dry, seasoned hard wood.
- ☐ I have checked on the fire periodically and added wood as necessary.
- ☐ I have checked the temperature of the oven periodically.
- ☐ I have posted a list of all of the food ingredients used in the food being cooked/baked.

At the end of my event:

- ☐ I have closed the oven doors, put the lock back in place and secured the lock to allow the coals and embers to cool completely and safely.
- ☐ While the fire and coals die down, I have cleaned up the general area around the outdoor oven and removed all litter and recyclable materials.
- ☐ I have removed extra wood that was not used.
- ☐ I have returned the tools / utensils to the storage bin in a neat and tidy fashion.
- ☐ I have returned the key for the Community Oven to the Carleton Place Arena.

Section 3: Safety Measures

A. FIRE SAFETY

IF AT ANY TIME THE FIRE GETS OUT OF CONTROL:

- a) **CALL 9-1-1**
 - b) Follow the instructions given by the 9-1-1 operator
 - c) Move yourself and all members of your group a safe distance away from the fire and outdoor oven
 - d) Notify the Recreation and Culture Department after the event
- **At all times**, you should have a bucket of sand and a shovel and / or a bucket of water next to the outdoor oven in case you need to extinguish the fire or hot coals immediately.
 - If extinguishing the fire or hot coals with water, be sure to stay back as much as possible as this will cause steam to erupt.

B. SAFE FOOD HANDLING AND PREPARATION GUIDELINES

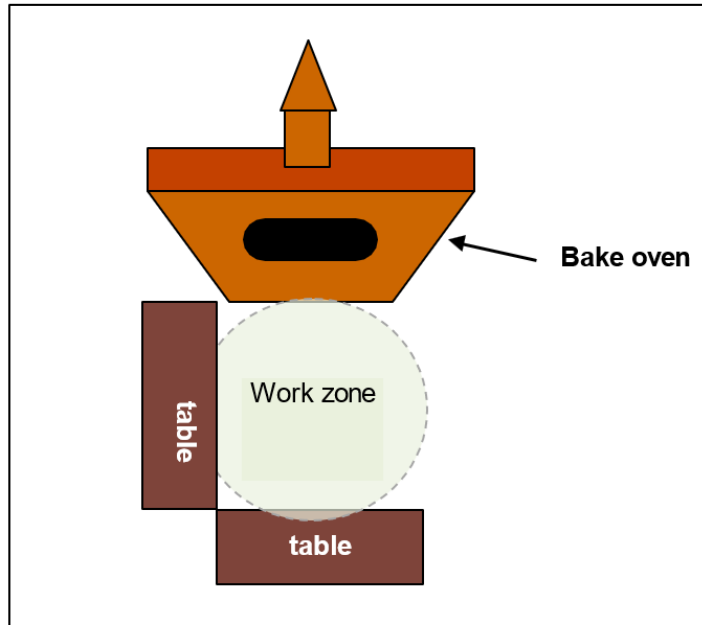
- Guidelines related to safe food handling are set out by the South East Health Unit and apply to all events that are open to the public – where food will be served, distributed and /or sold to members of the public.
- Upon submitting your application to use the Community Oven you will be advised of next steps related to the safe food handling guidelines.
- Private events that are not open to the general public are not subject to the South East Health Unit special event regulations; however, it is recommended for the health and well-being of all participants that the guidelines be followed.

C. OTHER SAFETY MEASURES

Below are additional tips related to general safety to remember when using an outdoor oven:

- The inside of the outdoor oven gets quite hot – avoid getting too close!
- Avoid wearing loose clothing when operating the oven.
- We encourage patrons with long hair to tie/clip it back in some sort of fashion.
- Establish a "work zone" (see below) for oven operators, to prevent event participants from getting too close to the fire and to give the person(s) operating the oven room to work.

Example of a Work Zone:



Resources/Information

- **Key pick-up location:**
Carleton Place Arena
75 Neelin Street
Carleton Place
- **Community Oven location:**
Carleton Junction
42 Moore Street
Carleton Place
- South East Health Unit Safe Food Handling Information:
<https://healthunit.org/clinics-classes/food-handler-training-course/>
- How To Videos:
<https://www.youtube.com/watch?v=4kBPbb4YLrA>
<https://www.youtube.com/watch?v=L9Od0QHy4hI>

Please note: The following ingredients may be in the food items that have been cooked/baked at today's outdoor oven event:

[illegible]

15