



F02 CONFIGURED SUPPORTING DOCUMENT

Volunteer Schedule

A controlled, editable working derivative for M-T1-CP-05-SD-03.
Complete local facts, approvals and operational evidence before
use.

Release truth. This file is configured for substantive review. It is not approved for public distribution or operational use. Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

Release control

Controlled field	Controlled value
Status	REVIEW — configured derivative; not approved for operational release
Supporting-document code	M-T1-CP-05-SD-03
Exact derivative title	Volunteer Schedule
Source initiative	M-T1-CP-05 - Community BBQ Series
Source initiative code	M-T1-CP-05
Source initiative title	Community BBQ Series
Initiative disposition	Absorbed as overlay
Canonical parent	M-T1-CP-08 - Neighbourhood Outdoor Connection Event
Canonical parent code and title	M-T1-CP-08 - Neighbourhood Outdoor Connection Event
Named overlay or migration label	Community BBQ food-led module
Redirect or tombstone route	Permanent overlay alias from M-T1-CP-05 to M-T1-CP-08; retain M-T1-CP-05-SD-03 as the stable volunteer-schedule overlay asset code
Production family	F02 — People, Roster and Safety
Family master	Playbook_F02_People_Roster_Safety_Master.md
Family master version	1.0, issued 1 August 2026
Index authority	Playbook Supporting Documents Master Index v1.1, issued 2 August 2026
Family / master version	F02 / 1.0
Recorded master SHA-256	e9c57df5391e7774a9c00b8ac8ca21906d0c5c2f1e87592601079309620a9b74
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1
Configured master variant	F02 Section 20 — M-T1-CP-05-SD-03 Community BBQ volunteer-schedule overlay
Derivative version	0.1
Release status	REVIEW — initiative-configured working derivative; local approval required before operational release

Adaptation note: This derivative schedules the Community BBQ food-led module from first site access through final handback. It separates site/equipment, food, welcome, payment, registration, safety and close-out streams; includes preheat, first service, peak, last service and cleaning milestones; requires overlapping food handovers, relief and heat/fatigue controls; and records actual shifts and breaks for review.

This schedule does not establish legal, food-safety, electrical, gas, fire, employment, fatigue or insurance requirements. Use the approved local F01 plan and food-safety process for the actual menu, site, people and equipment.

1. Instructions

1. Complete the local review gate and approved operating timeline before placing names against duties.
2. Build shifts around total duty, including travel, setup, briefing, handover, cleaning and pack-down.
3. Schedule incompatible duties separately: raw/cooked food, service, cash, waste, registration and public-contact items must follow the approved transition and hygiene plan.
4. Overlap outgoing and incoming food shifts long enough to transfer food status, stock, checks and equipment condition.
5. Assign relief before promising breaks; rotate high-heat, repetitive and high-contact work.
6. Record actual start, finish and break times, late changes and accepted handovers.

2. Controlled occurrence fields

Field	Entry
BBQ occurrence / code	_____
Date and location	_____
Site-access / handback window	_____

Field	Entry
Approved service period	_____
Event lead / alternate	_____
Schedule and roster lead	_____
Food-safety lead / alternate	_____
Safety / first-aid lead	_____
Safeguarding lead	_____
Payment/cash custodian, if used	_____
Registration/data custodian, if used	_____
Related F01 plan / F02 Food Safety Guide	_____
Controlled contact and incident-record locations	_____
Version / prepared / review date	_____

3. Release gate

Required decision	Evidence or approved condition	Owner	Complete
Site, venue/land-manager and organiser approvals	_____	_____	[]
Menu and end-to-end food process locally approved	_____	_____	[]
Gas/electrical/fire/equipment and public-separation controls	_____	_____	[]
Weather, shade, water, toilets and accessible route	_____	_____	[]
Emergency, first aid, safeguarding and incident route	_____	_____	[]
Food, cash, waste, registration and public-task separation	_____	_____	[]
Volunteer competency, briefing, relief and safe departure	_____	_____	[]
Insurance and records requirements	_____	_____	[]

Gate decision / reviewer / date: _____

4. Required schedule streams

Stream	Required scope	Accountable lead	Alternate
Site and equipment	Access, shade, barriers, gas/electrical equipment, inspection, shutdown	_____	_____
Food	Receipt, storage, preparation, cooking, service, cleaning, waste and leftovers	_____	_____
Welcome/community conversation	Visitor orientation and conversation away from unsafe food/equipment zones	_____	_____
Cash/payment	Controlled payment work and safe transition before food duty	_____	_____
Registration/enquiries	F05 notice, minimum data, secure device/forms and handover	_____	_____
Safety/first aid/food oversight	Continuous approved coverage for the full duty period	_____	_____
Relief/welfare	Breaks, hydration, heat rotation, fit-for-task and safe departure	_____	_____
Pack-down/handback	Last service, cooling/disposal decision, cleaning, assets, waste and site acceptance	_____	_____

5. Master run schedule

Complete both planned and actual times. Duplicate rows as needed.

Milestone / stream	Planned start	Planned finish	Lead / team	Prerequisite or approved check	Relief / break	Handover output	Actual start/finish	Exception reference
Site access and initial inspection	_____	_____	_____	Access authority / weather check	_____	Site accepted for setup	_____	_____

Milestone / stream	Planned start	Planned finish	Lead / team	Prerequisite or approved check	Relief / break	Handover output	Actual start/finish	Exception reference
Shade, barriers and public zones	_____	_____	_____	Layout / anchoring / access route	_____	Setup inspection	_____	_____
Gas/electrical equipment setup	_____	_____	_____	Competence / equipment / fire controls	_____	Safe-to-energise authority	_____	_____
Food receipt and storage	_____	_____	_____	Approved supplier / receipt controls	_____	Food status record	_____	_____
Preparation	_____	_____	_____	Hygiene / task separation	_____	Preparation status	_____	_____
Preheat / cooking readiness	_____	_____	_____	Approved equipment and food checks	_____	Food lead authorisation	_____	_____
Volunteer briefing/sign-on	_____	_____	_____	Roles, controls, stop route	_____	Ready-to-start confirmation	_____	_____
Welcome/registration setup	_____	_____	_____	Safe zone / data route / messages	_____	Public-ready check	_____	_____
First service	_____	_____	_____	Food and site opening approvals	_____	Service status	_____	_____
Peak service	_____	_____	_____	Stock / queue / relief coverage	_____	Peak handover	_____	_____
Mid-service control review	_____	_____	_____	Food, people, weather, stock	_____	Continue/modify/pause decision	_____	_____
Last service	_____	_____	_____	Announced close / stock decision	_____	No-new-service confirmation	_____	_____
Leftover/cooling/disposal decision	_____	_____	_____	Approved food plan	_____	Recorded disposition	_____	_____
Cleaning and equipment shutdown	_____	_____	_____	Gas/electrical/waste controls	_____	Equipment safe/clean	_____	_____
Asset count and waste removal	_____	_____	_____	Custody / disposal routes	_____	Count and transfer	_____	_____
Final site check/handback	_____	_____	_____	People accounted / records secured	_____	Accepted handback	_____	_____

6. Volunteer shift schedule

Volunteer ID / preferred name	Role / stream	Shift start	Shift finish	Briefing time	Supervisor	Planned break(s)	Relief	Task restriction / adjustment flag	Handover
_____	_____	_____	_____	_____	_____	_____	_____	Restricted record / None	_____
_____	_____	_____	_____	_____	_____	_____	_____	Restricted record / None	_____
_____	_____	_____	_____	_____	_____	_____	_____	Restricted record / None	_____

7. Shift readiness and briefing

Volunteer ID	Role accepted	Task competence verified	Food module, if relevant	Site/emergency	Heat/fatigue/breaks	Safeguarding/conduct	Data/cash boundary	Ready
_____	[]	[]	[] / N/A	[]	[]	[]	[] / N/A	[]
_____	[]	[]	[] / N/A	[]	[]	[]	[] / N/A	[]

- [] Late arrivals receive the required briefing before entering a food or safety-controlled zone.

- ☐ No person is assigned overlapping duties at the same peak time.
- ☐ Relief exists for cooks, handlers, welcome hosts and safety-critical roles.
- ☐ Water, shade, rest and safe transport arrangements reflect total duty and weather.

8. Food-shift handover

Date/time	Outgoing lead	Incoming lead	Food/storage status	Checks and approved limits	Stock/ingredients	Equipment condition	Cleaning/waste	Open action	Accepted
_____	_____	_____	_____	_____	_____	_____	_____	_____	☐

An unaccepted handover blocks the incoming team from independently continuing the affected food task.

9. Break, welfare and actual-time record

Volunteer ID	Planned break	Relief person	Actual start	Actual finish	Role rotation or adjustment	Heat/fatigue concern reference	Shift-lead check
_____	_____	_____	_____	_____	_____	None / _____	_____
_____	_____	_____	_____	_____	_____	None / _____	_____

10. Change control

Date/time	Planned item changed	Reason	People/food/safety impact reviewed	Replacement / relief	Approved by	Communicated and acknowledged
_____	_____	_____	_____	_____	_____	☐

11. Close-out and REVIEW approval

- ☐ Actual start, finish and break times are complete.
- ☐ Every person has signed off and has safe departure arrangements.
- ☐ Food status, equipment, stock, cleaning, waste and site handback are reconciled.
- ☐ Data, cash, keys and assets have accepted custody.
- ☐ Control failures, incidents and welfare matters are transferred by restricted reference.
- ☐ Overtime, missed breaks, late changes and no-shows have an improvement owner.

Approval role	Name	Decision	Date	Evidence
Schedule/roster lead	_____	Schedule reconciled / Return for action	_____	_____
Food-safety and safety leads	_____	Controls accepted / Conditions	_____	_____
Event lead	_____	Approved / Not approved	_____	_____

Until approved, this derivative remains **REVIEW**.