

Using an Outdoor Oven in a City Park

Training Guide



First Edition – 2012

Parks, Forestry and Recreation

Welcome to this training on using an outdoor oven in a City of Toronto park!

This Training Guide will provide you with "the basics" to help you plan and prepare for your outdoor oven event 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. Another checklist is available to assist you.

Basic information related to safety can be found in Section 3.

Links to resources such as application forms, web sites and contact information can be found at the end of this Training Guide. Additionally, if you have questions or concerns, please contact us by dialling 3-1-1.

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

We hope you have a successful and enjoyable outdoor oven event!

Parks, Forestry and Recreation



Section 1: Planning Before the Day of Your Outdoor Oven Event

This section provides detailed information about the basic things you should consider and have in place before the day of your event. A short recap with a checklist of these items is available at the end of this section to help you assist you in your planning.

1. Basic Training

- At least one member of your group that will be at your event must be trained on how to use an outdoor oven. Completing the review of this Guide will meet the training requirement.



- Or, if you do not want to worry about operating the outdoor oven, you can hire Parks, Forestry and Recreation staff to run the oven for your event.
(Note: The bake oven at Riverdale Farm must be operated by Parks, Forestry and Recreation staff.)

2. An Outdoor Oven Permit

- Talk to the local Supervisor about your event and to discuss any needs you may have, including availability of oven tools / utensils, and if you need to hire staff to operate the oven.
- Then, fill out an application and submit it to Parks, Forestry and Recreation.
- **If you are planning to serve or distribute food to the public**, Toronto Public Health must review details about your event. Make sure you **submit your application at least 6 weeks before your event date**. This will give both Toronto Public Health and Parks, Forestry and Recreation enough time to review your application and gather any additional information needed.
- Permit Application for Using an Outdoor Oven in a City Park
- Information about outdoor oven permits

Section 1: Planning Before the Day of Your Outdoor Oven Event






3. Keys to the Outdoor Oven














- Outdoor ovens in City parks are locked when not in use to avoid damage and / or vandalism to the ovens.
- After you've obtained your permit, contact the local Supervisor to make arrangements to pickup and drop off the keys.

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. Talk to the local Supervisor in advance to see what tools may be available. The following tools / utensils should be at your event:

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 bags	Garbage bags are used to collect litter from your event. Recycling bags are used to collect recyclable materials from your event.	
Metal bucket	The metal bucket is used for collecting coals / ashes from the inside of the oven.	
Clean mop (should NOT have had any prior contact with cleaning chemicals)	The <u>clean</u> mop is used to wipe down the inside of the oven during cooking / baking.	
Mop bucket (with water)	The clean mop is dipped in the mop bucket with water.	

Tool / Utensil:	Why you need the tool / utensil:	Image
Bucket of sand and shovel	A bucket of sand and a shovel are used to extinguish coals and fire.	
Oven mitts	Oven mitts are used to protect the oven user's hands from hot surfaces.	
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 make yummy treats.	
Rolling pin(s)	The rolling pin is used to spread out dough.	
Spoons	Spoons are used to smooth sauce onto pizza dough and for adding ingredients to recipes.	
Knife / Knives / Pizza cutter	Knives are used to cut dough and other ingredients.	
Oven or BBQ Thermometer	The thermometer will measure the temperature inside the oven.	
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.	
Cellular phone	A cellular phone should be readily available in case of emergency.	

Section 1: Planning Before the Day of Your Outdoor Oven Event

5. Fire wood



- You will need to bring fire wood with you, including both kindling and split hard wood. Also bring newspaper or plain paper to help start the fire.
- You may **not** use any of the following as fire wood: pressure treated wood; creosote treated wood; any other treated or painted wood; wooden skids; old furniture; fire-starting fluids; chemical; construction waste; household waste; rubber or rubber products; plastic or plastic products; waste petroleum products.
- The amount you will need will depend on how many people you will be serving and what you are making. Talk to the local Supervisor for guidance.

6. Food Ingredients

- You will need to bring all of the cooking ingredients that you'll need to cook / bake your items.
- You will also need to bring a list that you can display at your event showing all of the cooking ingredients being used to cook / bake your items.



Section 1: Planning Before the Day of Your Outdoor Oven Event

7. Access to a Community Kitchen*

- If you are planning to serve or distribute your baked goods to members of the public, prior to baking, you will need to make sure that your food is prepared in a certified community or commercial kitchen. (*Note: Private events are not subject to this requirement.*)
- Parks, Forestry and Recreation may have a kitchen at a nearby community recreation centre that you can book. More information related to these kitchens and how to permit them can be found at:
<http://www.toronto.ca/parks/permits/events/indoor.htm>



8. Safe Food Handling Requirement*

- If you are planning to serve or distribute your baked goods to members of the public, you will need to ensure that you are familiar with and meet safe food handling and preparation guidelines set out by Toronto Public Health. Details about these guidelines can be found on the City's website at:
http://www.toronto.ca/health/he/bs_index.htm
- *Note: Private events are not subject to Toronto Public Health guidelines, however, safe food handling and preparation measures are always recommended.*

***RECAP!* – Planning for Your Outdoor Oven Event Checklist:**

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

- I have read all of this Outdoor Oven in City Parks Training Guide.
- I have spoken with the local Supervisor to discuss my event requirements, including:
 - What oven tools, if any, are already available to me and how I can access them
 - If I want to hire Parks, Forestry and Recreation staff to operate the oven at my event
 - How much fire wood is recommended that I have for my event
 - Any other additional requirements
- I have completed a permit application to use an outdoor oven in a City park and submitted it to Parks, Forestry and Recreation.
- I have obtained a permit, allowing permission to use the outdoor oven.
- I have spoken to the local Supervisor to arrange to pickup and drop off the keys and any tools (if available) to the outdoor oven.
- I have made arrangements to have all of the tools listed on pages 4-5 of this Training Guide available on the day of my event.
- I have fire wood for my event.
- I have all of the food ingredients for my event, and have made a list of all of the food ingredients to post at my event.
- I have made arrangements for my food to be prepared in a certified community or commercial kitchen.*
(*Only required if food will be served and / or distributed to the public.)
- I have reviewed and met the safe food handling guidelines set out by Toronto Public Health.*
(*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 things to do at the end of your event.

A. Preparing the Outdoor Oven

On the day of your event, you will need to first prepare the oven before you start to heat up or "fire". Note: These steps related to bake ovens only.

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 stolen.
2. Clean out the oven if ashes or old coals are still 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!**)

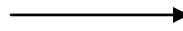


B. Heating the Outdoor Oven

After the inside of the oven has been cleaned out, you are ready to begin heating the oven, also known as "firing" the oven. The step-by-step instructions for how to fire an outdoor oven start on the next page – Note: these steps relate to bake ovens only. *Remember to give yourself a few hours (2-3) ahead of time to pre-heat the oven.*

Section 2: On the Day of Your Outdoor Oven Event

1. Start your fire at the **front** of the bake oven. Place some crumpled newspaper in the oven and then lay about 10 small pieces of dry kindling on top. Finally, place 1 or 2 dry, seasoned hard wood logs on top.



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.

Section 2: On the Day of Your Outdoor Oven Event

4. Once the fire is burning well, check on the fire every 20 minutes or so and add wood to keep the fire going. **Do not leave the oven unattended with the door open and unlocked!** 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 2 to 3 hours, the oven should be ready for use. Discuss general heating times with the local Supervisor.
6. Post a list of all of the food ingredients being used to cook / bake your food at your event. A template that you can use can be found on page 18 of this guide.

Section 2: On the Day of Your Outdoor Oven Event

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. Also remove any extra wood that was not used.

5. Return outdoor oven keys and tools

Any tools that were loaned to you for your event must be returned to the local Supervisor, along with the keys to the outdoor oven. Contact the local Supervisor to make arrangements (if not already done).

RECAP! – On the Day of Your Outdoor Oven Event Checklist:

Below is a checklist of items, in order, that you should complete 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 that I borrowed for my event to the local Supervisor.
 - I have returned the keys to the outdoor oven to the local Supervisor.

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 local Supervisor 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.



Section 3: Safety Measures

B. SAFE FOOD HANDLING AND PREPARATION GUIDELINES

- Guidelines related to safe food handling are set out by the Toronto Public Health Division of the City of Toronto 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 an outdoor oven in a City park 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 Toronto Public Health's guidelines, however, it is recommended for the health and well-being of all participants that the guidelines be followed.



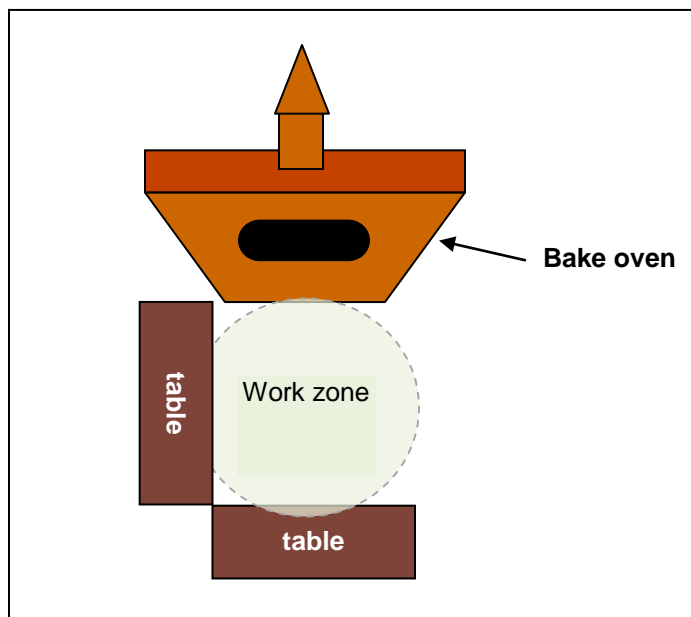
Section 3: Safety Measures

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!
- Keep hair tied back
- Avoid wearing loose clothing when operating the oven
- Establish a "work zone" 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

- Outdoor oven locations and contacts
- Outdoor oven permit information
- Permit application to use an outdoor oven in a City park
- [Toronto Public Health Safe Food Handling Information](#)
- [Parks, Forestry and Recreation community kitchen permit information](#)

