

Inside Concession Procedure

Note: All volunteers must have submitted a volunteer application with the district and been approved prior to working in the concession stand. If under 18, student must work with a parent and **not handle cash.**

Do wash hands when entering the concession stand. Do wear gloves when handling food that is not wrapped (preparing hot dogs & sausage wraps, pizza, pizza rolls, chili dogs, etc.). Do give the customer your full attention.

Do not invite friends or relatives into the concession stand (it can get busy & chaotic). Do not eat or drink while serving a customer.

1. Obtain key to concession stand from Mrs. Pick or the sport specific Booster Club concession Chair or President
2. Complete pre-open preparation – verify the following items: **(All volunteers are expected to help with food prep)**
 - drinks stocked
 - candy boxes on front counter, stocked
 - water in electric skillet and heat hot dogs (approximately 30 to start)
 - put liner in crockpot and heat one tub of chili (tournaments only)
 - check cash drawer (ensure \$150 and 2 people must sign the form)
 - wrap all hot dogs (**wearing gloves**) in wrap paper/foil; put foil pan under the heat lamp
 - heat sausages in skillet (15 to start); wrap in tortillas and wrap paper/foil (wearing gloves) and add pan under heat lamp
 - write on tape which side is hot dogs and which side is sausage wraps
 - set up several boats for frito pie, one scoop of chips per boat (tournaments only)
 - open windows
 - place condiments and napkins on table outside the concession stand window
3. While open:
 - place large bills (\$20 and over) under coin drawer
 - restock as needed
 - **use gloves** to serve pizzas, Frito pies and chili dogs
 - for Frito pie, put one spoonful of chili on Fritos, add sprinkled cheese and peppers, if requested
 - bundle one dollar bills in groups of 50's as you go (two people must count; bundle and use blue tape; mark and initial—this helps later when counting all the money)
4. Clean up: **(All volunteers are expected to help with clean up)**
 - close during 3rd volleyball game or in last minutes of final basketball game
 - lower windows and lock
 - clean all utensils and electric skillet
 - restock all drinks and candy; rotate the new candy under the remaining candy and place warm drinks behind cold drinks
 - place all trash outside concession door
 - separate cash drawer (\$150) from other \$ and put aside
 - count all money in cash drawer
 - complete Itemized Receipt Form; both adults must sign form
 - board member/team coordinator on duty takes form and deposit with them to give to board member at pre-determined time
 - return cash drawer money (\$150) per Booster Club instructions
 - turn off lights & fans, close and lock door
 - return keys as directed by Booster Club Concession Chair or President.
 - Any extra perishable hot food (hot dogs, sausage wraps, pizza) can be given to the Coach for their meeting directly after the game. The goal is **NOT** to have any hot food left over. It is better to run out of food than to have a lot left over.

*Referees, Coaches and concession stand volunteers are allowed a complimentary drink & entrée during their shift.