

INSTRUCTIONS FOR OPENING AND CLOSING THE CONCESSION STAND

Opening: Arrive 45 minutes prior to game time if first shift and 15 minutes prior on later shifts.

1. **Cash lockbox** will be delivered by Diana Morales.

2. **Initial pizza order will be delivered.** From the cashier box, pay pizza vendor \$6.50 per pizza, plus a \$2 delivery charge and give the delivery man a \$3 tip. (no tax) Tear off receipt from the side of package, write down the total paid, and place it underneath the money drawer in the cashier box on the pizza order sheet. Reorder more as the evening progresses. (2-3 cheese pizzas and 2-3 pepperoni pizzas). However, do not order after halftime of the last game. **Remind them to cut 6 pieces per pizza. (Dominos: 770-664-9508)** (Allow 30-45 minutes for delivery time.) Store pizza in red warming bag.

Chick-Fil-A sandwiches and/or Jimmy John sub sandwiches will be delivered. The cost for the sub sandwiches is \$2.00 per sandwich. The price to our customers is \$3.50. Store sandwiches in cooler. Chick-Fil-A has a heated container. Tip Chick-Fil-A and Jimmy John's \$3 per delivery. During lower attendance games we may not order Chick-fil-A or subs.

Pay for pizzas, sub sandwiches and Chick-Fil-A from cash box. Keep all receipts and leave them in the drawer with the pizza order sheet.

3. **Start popcorn machine.** Directions are on the table. To prevent burning, make sure to tip popcorn popper tray when the kernels stop popping. Add salt to popcorn once it has been popped and dropped into the big bin, not in the cooking tray. (One small blue teaspoon per batch.)

4. **Place boiling water in Crock-pot & start cooking hotdogs.** You can boil the water in the microwave. Start with 20-40 depending on crowd size. Cook on high, then turn to low. Assembled hot dogs go in foil. You can place them in the Chick-Fil-A container or on top of the crock pot to keep them warm. Do not leave hot dogs in the heated crock pot any longer than 10 minutes after they are cooked as they will decompose.

5. **Place condiments & napkins on table** outside concession stand
or place condiments on corner of counter of concession stand

6. **Nachos: Place liner in 2nd crock-pot. Warm cheese in large measuring cup** in microwave first then place in crock pot. (Cover cheese with a napkin while microwaving.) Go ahead and make up containers with chips to have ready.

7. Make sure the last shift refilled the **cooler with drinks.** If big night, fill barrel with ice from the training room and fill with warm drinks that are not in the cooler yet. Contact the boys' coaches if you need more drinks. They are locked in the office in the boys' locker room and four coaches have a key.

8. **Make sure price lists are out** and visible. Learn the prices.

9. **Unplug drink machines downstairs.**

During Games

1. Order pizzas and sub sandwiches as needed. 30 minute delivery time needed. (Please note, the total number of pizzas sold on weeknights when all teams are playing is 15-20 while only 4-5 pizzas are consumed when just JV and freshman boys teams are playing. On Saturdays the total is less.) Do not order any food after half time of the last game. Dominoes pizza (Eric: 770-664-9508) Jimmy Johns sub sandwiches: (Chris: 770-569-4747)
2. **Stop making popcorn, hotdogs & nachos after half time of last game, unless slow then stop earlier.** If extremely busy, just use your best judgment. It is better to run short at the end of the game than to have leftovers. Sell extra pizza and sandwiches for half price towards the end of game.
3. **Players and referees get a free pizza, sub sandwich or hot dog and a water, soft drink or Powerade.** Check off their name from the list provided or use a piece of paper from drawer to keep track of the # of free meals given to boys and girls. If players would prefer a sub or Chick-Fil-a sandwich, charge them \$1. Only players who play at home games get free food. Sorry, but workers do not get free food. Coaches' meals are provided by the hospitality group rather than concessions.
4. **Try not to fill the cooler with warm drinks** during game unless necessary. If so, put new warmer drinks off to the side.

Closing:

1. **Refill the cooler** with drinks
2. **Put all condiments, buns & refrigerated items back in cooler**
3. **Wash & clean out the crock pots, coffee maker and utensils.**
4. **Clean popcorn maker**
5. **Wipe down all counters & sweep floor**
6. **Tie trash bags and set them outside the concession stand. Leave one emptied trashcan in the booth.** Set pizza boxes to side of trash.
7. Take ice out of barrel and **ensure barrel is back in concession booth.**
8. **Have two parties count the money.** List the cash by denomination (# quarters, etc.) and total on a sheet or form found underneath the cash and have both parties sign the sheet. The sheet or cash form should be left in the lockbox. The cashier lockbox should be returned directly to Diana Morales. **You can get the police officer to walk you to your car.**
9. **Put all completed forms in the cashier lockbox.**
10. **Replug drink machines downstairs. Unplug popcorn popper, crock pots and microwave.**
11. **Take inventory of drinks and food.** Let Patty and Dan Peters (plpeters@bellsouth.net and dapeters@na.ko.com) know what inventory we need for the following game.
12. **Return Chick-fil-A cooler to Alpharetta Commons location** that evening or the next day. The address is 4285 State Bridge Road.
13. **Lock the swing door with the padlock.** Put the key in the drawer, then **lower main gate and lock combination lock.** Lock the main grated gate only with the combination lock not the sideways lock on the door.

**Special
Notes**

1. **Custodian phone #:** 770-521-7640 *158
2. **Anyone handling food should wear plastic gloves.**
3. The **microwave** can be used to heat pizza and hot dogs.
4. **Only adults should operate the equipment**, such as the popcorn machine, crock pots, hot cocoa urn, etc.

THANKS FOR YOUR HELP!!!!