

Outside Concession Stand

OPENING RESPONSIBILITIES INCLUDE:

1. Pick up pizza from Beal City Store. Start popcorn, start pulled pork in crock pot, hot dogs in warmer and start warming up nacho cheese in crock pot.

Popcorn – Turn on popcorn machine first because it takes 15 minutes to heat up. It then takes an additional 10 minutes to pop. The directions to make popcorn can be found on the top of the popcorn machine. All popcorn supplies can be located by (or under) the counter the popcorn machine is setting on. Two batches should be made as soon as possible. Once the popcorn is done, bags should be filled and put into the carriers. Once full, the carriers should be placed on the counter.

Hotdogs – The hotdogs can be found in the refrigerator. Plug in the white roaster and turn to temperature 300. Place hotdogs in water once it is hot. Cook for approximately 15 minutes and put in buns and wrap with foil and put in the white roaster marked Hot dogs and turn to temperature 225. Ketchup, mustard, napkins and relish packets should be placed on the table outside the concession stand.

Pulled Pork – The green/large crock pot can be found next to the microwave. Turn the crock pot on High. The pulled pork can be found in a aluminum container in the refrigerator. Dump all of the container in the crock pot. Cover. It should be stirred occasionally. Leave on high if larger crowd is expected. Turn to low for smaller crowds.

Pizza – Plug in the white roaster marked Pizza and turn to temperature 225. Pizza should be wrapped with foil (which can be found on the shelves) and labeled with H for ham and P for pepperoni with a marker.

Nachos – The blue/small crock pot can be found next to the microwave. Turn the crock pot on High. The cheese can either be found in a plastic container in the refrigerator or in a can on the shelves. Dump about ½ a can in the crock pot. Cover. It should be stirred occasionally. The chips can be found on the shelves as well as are the nacho containers. (Container that has a space for chips and an area for cheese.) Leave on high if larger crowd is expected. Turn to low for smaller crowds.

Coffee (when needed – not all games)– Plug in and fill one large coffee pot with water, coffee can be found on the shelf and use # of scoops as directed on the coffee container (can take up to 20 minutes to warm).

Hot Cocoa (when needed - not all games) – Plug in and fill large coffee pots with water and warm (can take up to 20 minutes to warm), dump 1 package of cocoa in brown insulated container and fill with hot water, stir.

Candy – The candy bars are stored on the shelves under the front counter. They should be arranged so like candy are by each other.

Pickles – The pickles can be found in the refrigerator. Tongs are in the utensil drawer. Pickles should be placed in a hotdog holder. They should be served with a napkin.

2. **Money** – The start up money can be found in a brown bag in the money drawer below the front counter. (Start up money arrangements will be made by Michelle Streng.)
3. Set out candy and other items (popcorn bags, nachos, buns, utensils, etc.).
4. As you have time, restock the coolers with pop, water, and Gatorade.
5. New Health Department rules require everyone who is preparing the food to wear gloves. So, when you are preparing the nachos, hot dogs, or pulled pork, also wrapping pizza you must wear gloves. The easiest thing to do would have one person preparing the food and putting it in the wrappers. Once in a wrapper, someone else can grab it without gloves.
6. New Health Department rules also require that only volunteers working the concession stand are allowed in the area. Therefore, the door must be closed at all times and a sign will be placed on the door saying workers only. The only kids allowed in the area, will be students who are working for their club or group and they must be 7th-12th graders.

CLOSING RESPONSIBILITIES INCLUDE:

1. Clean up popcorn machine, all crock pots, dishes, etc. Area should be clean and ready to go for the next game.
2. Make sure refrigerator is re-stocked with water, pop, and Gatorade for the next game.
3. Put candy and other food back on the shelves and in the refridgerators, make a note to Kim Huber or Mary Theisen if we are getting low on something that needs to be purchased.
4. Two people must count the money and enter the amount made on the enclosed sheet with signatures. Michelle Streng will make arrangements for pickup and deposit.