Concession Stand Help Sheet

\***Popcorn** –to start, flip all three switches to heat the kettle, dump in the butter and after about a minute or two, dump in the kernels.  After the popcorn stops popping and gets dumped, turn the motor and heating element for the kettle off (keep the heat lamp on).  **At close**, be sure all switches are off and inside is wiped out, including the pull out crumb tray at bottom.

\*\*FOR THEIR SAFETY, CHILDREN SHOULD NOT MAKE POPCORN!!\*\*

\***Hot dog roller** –to start, have burners on high, then turn to low to keep the hotdogs from overcooking.  At close, turn the burners off but the rollers on and wipe the rollers with a damp sponge or paper towel.  Once clean, turn the rollers off.

\***Hot dog condiments** –be sure to put catsup, mustard, relish, along with napkins, in the window at open and then back in the fridge at close.  Hot dog buns are also located in the

 refrigerator –if you want to warm them up, you can stick them in the pretzel machine for a while (just be sure the pretzels aren’t on that bottom level and don’t let the plastic melt onto the bulbs)

\***Hot pretzel machine** –turn on heat lamps (switch is located at bottom on

 right side).  At close, be sure the lamps are switched off and machine is wiped clean.

\***Slushies/ machine** –it should be good to go at open.  We only have one size and no lids, cups are next to the machine or under the back counter or on the very back shelves by the sink, straws are at left.  At close, be sure the machine is filled to the fill-line at the top using the pre-made mix in the refrigerator.  If you use up a bottle of the pre-made mix you have to make more by filling the empty container with syrup to the fill-line at the bottom (the syrup is in the back by the sink on the shelves) and then add water to the fill line at the top, then put back in the fridge.

\***Microwaves** –make sure they are wiped out at close

>To use the bottom microwave:

1. Hit the top button that goes across the key pad (I think it says

 “time cook” or something like that)

2.  Hit the number “0” key (that puts the microwave at 100% / high power)

3. Input your time (65 seconds for pretzels, 45 seconds for funnel cakes

 and churros)

4. Hit start at bottom right.

\***Drink Coolers**

 –make sure the coolers are re-stocked at close

 –rotate the older stock to the front and the new goes in the back

\***Nacho cheese** –they should be good to go at open (cheese is pre-packaged and in the little hot box to the left of the cooler).  At close, be sure the hot box is re-stocked (the back stock cheese is directly below the hot box) –rotate the old to the front and the new to the back. Please do not overfill.

\***Candy rack**

 –everything should be stocked at open.  At close, be sure everything is re-stocked.

 –Back stock is located in the cupboard under the coffee maker.

\***BJAA Wear**

 –what little stock we have is in the back area, there should be specific buttons on the register

 –People are encouraged to go to the website and click on “Fan Wear” for more selection

\***Grill** –the grill is stored in the storage room located just inside the men’s bathroom (the key is on a pig key chain hung on a nail by the door.  At close, be sure it is completely off (gas too) and the grill has been cleaned, and then put back in the storage room.

\***Register** –when the concession stand is not open, the cash drawer is stored in the locked cabinet in back, coaches have a key

\***Register instructions** –official instructions for specific transactions are located at the register

>ALL transactions are to go through the register (umpire fees, 50/50, all purchases, etc…)

>Children under age 18 are not allowed to use the register

>Each item must be rung up individually (yep, 10 pieces of gum are the “$0.10 candy” button 10 times)

>The total of the purchase will show up on the register screen as it is being rung

>The numerical key pad is where you enter the cash given to you by the customer (ex. $20 is the buttons “2” “0” “00”) and then hit the cash/change/tender button on the bottom right of the register (it’s a big key) and the drawer will pop open and the change due the customer will show up on the screen.

\*At close (if you are the last one there and no games to follow)

 \_\_\_ Make sure all machines are off (except nacho cheese hot box and Slushie)

\_\_\_ Wipe down all of the counters

\_\_\_ Wipe down popcorn machine

\_\_\_ Wipe down pretzel machine

\_\_\_ Wipe out microwaves

\_\_\_ Clean hot dog roller machine

\_\_\_ Fill Slushie machines (do NOT overfill)

\_\_\_ Make more Slushie mix and put in refrigerator

\_\_\_ Make sure refrigerated items are put back in the refrigerator

\_\_\_ Stock the drink cooler

\_\_\_\_Stock candy rack

\_\_\_ Clean the grill and put it away

\_\_\_ Sweep the floors

\_\_\_ Lock the windows with the padlocks

\_\_\_ Lock bathrooms

\_\_\_ Close out the register and lock the drawer in the cabinet

\_\_\_ Empty trash bins (if needed)

\_\_\_ Turn all lights off (including bathroom and scoreboard)

\_\_\_ Lock all doors

IF YOU ARE THE LAST ONE WITH NO GAMES TO FOLLOW

\_\_\_ Make sure all machines are off (except nacho cheese hot box and Slushie, those two stay on at all times)

\_\_\_ Wipe down all of the counters

\_\_\_ Wipe down popcorn machine

\_\_\_ Wipe down pretzel machine

\_\_\_ Wipe out microwaves

\_\_\_ Clean hot dog roller machine

\_\_\_ Fill Slushie machines (do NOT overfill)

\_\_\_ Make more Slushie mix and put in refrigerator (there should be 2 of each flavor)

\_\_\_ Make sure refrigerated items are put back in the refrigerator

\_\_\_ Stock the drink cooler

\_\_\_\_Stock the candy rack

\_\_\_ Clean the grill and put it away

\_\_\_ Sweep the floors

\_\_\_ Lock the windows with the padlocks

\_\_\_ Lock bathrooms

\_\_\_ Close out the register and lock the drawer in the cabinet

\_\_\_ Empty trash bins (if needed)

\_\_\_ Turn all lights off (including bathroom and scoreboard)

\_\_\_ Lock all doors