

Concession Stand Checklist

Thank you for volunteering to help the BAA make this season a successful one. The following instructions have been prepared to make set-up and closing activities easier.

Opening Checklist:

- o **Money Drawer** - Verify the start-up amount of \$50.00 in bills plus any change. If quarters are running low, make note so Shane Franchick can be advised.
- o **Hot Dog Table** –
 - Plug the machine in 30 minutes before the first game. Turn the dial to high.
 - Get hot dogs and buns out refrigerator.
 - Place eight (8) hot dogs on rollers. **Turn down heat as hotdogs cook.**
- o **Nacho Cheese Machine** – Will already be on. Cheese can be replaced with a new bag found in the cabinet. Open the door and remove the old bag then set the new bag in its place.
- o **Fried Foods (Cheese Sticks, Nuggets, Fries, Funnel Cake Fries)** –
 - Plug fryers in. The temp does not need to be adjusted.
 - Fried foods are kept in freezer to the right.
 - Follow frying instructions for each item posted on the wall by the fryers.
- o **Pretzel Warming Machine** –
 - Plug the machine in 30 minutes before the first game. Pretzels can be found in middle freezer.
 - Add water to plate. Cook pretzels in microwave for 1 minute and 30 seconds. Use squirt bottle to wet the tops of the pretzels and then lightly sprinkle salt (Patrons can scrape off the salt if they don't want any).
 - Place 10 cooked pretzels wrapped in tin foil into warmer. More pretzels can be made as requested.
- o **Condiments** - Kept in refrigerator (ketchup and mustard). Place on the front counter.
- o **Pepperoni Rolls and Corndogs** - Kept in middle freezer and can be heated in the microwave as requested. Do not cook these ahead of time to prevent waste.
- o **Candy** – Restock as needed from cabinets above microwave.
- o **Beverage Cooler** - Restock as needed from backroom.
- o **Slushie Machie** – Add syrup to fill line as needed.
- o **Garbage** – Empty if full.

**** If you have any questions or concerns, a current list of BAA Board contacts is posted above the cash register.**



Closing Checklist:

- o **Coffee pots** - Unplug machine and remove/throw away any used K-cups. Add water to filter if needed.
- o **Drinks** –
 - Restock drink refrigerator with Gatorade/Powerade, water, and pop as needed.
 - Drinks should be restocked by pulling items to front and reloading to back.
- o **Slushie Machine** - Add pre-mixed syrup to fill line as needed. Pre-mixed syrup is kept in the refrigerator.
- o **Candy** – Restock depleted candy from the cabinets.
- o **Microwave** – Wipe inside as needed.
- o **Nacho Cheese Machine** – DO NOT unplug. Wipe down outside as needed.
- o **Hot Dog Table** – Unplug machine and wipe down.
- o **Pretzel Warming Machine** - Unplug machine and remove plate from bottom tray. Dump out any water. Dry plate and return to machine.
- o **Ice Cream Freezer** - Restock as needed from third freezer in back.
- o **Counters** – Wipe down all counters.
- o **Utensils** - To be washed, dried, and placed in drawers or left to dry on sink. DO NOT PUT FOOD DOWN THE SINK DRAIN.
- o **Sweeping** - The concession stand should be swept completely.
- o **Garbage** - Remove bag from garbage can and replace with new bag – IF FULL. All garbage and empty cartons should be placed in dumpster near parking lot.
- o **Money Drawer** - Count the cash in the register and leave Fifty Dollars (\$50.00) in fives and ones for the next day. Place all additional cash into a plastic bag and label with the amount and date. A BAA Board Member will lock the door to the concession stand and secure any cash more than the \$50 to remain in the drawer.
- o **Roll Up Doors** – Close and lock both doors at the front of the concession stand.
- o **Lights** - Turn off Field Lights and all lights in Concession Stand.
- o **Locks** - Close and lock the back door of the Concession Stand.

Thank you for the donation of your time to the young men and women of the Bridgeville Athletic Association!