**CONCESSIONS SET-UP INSTRUCTIONS**

**2020**

* **First shift workers are responsible for aiding the Athletic host in setting up.**
* Familiarize yourself with the locations of various supplies in the cabinets.
* The athletic committee host will provide you with a money box. If it is not on the counter when you arrive check the first cabinet nearest the entrance.
* The Nacho Cheese Cup Warmer has an ON/OFF switch on the back left corner. It has a high/off/low setting. So click it to the right to turn it on and back to the middle when finished. The cheese cups stay in the warmer. Make sure all three racks are full before turning it on. It should stay plugged in at all times – DO NOT unplug.
* Popcorn is microwavable and located in boxes on each microwave. To pop it remove the plastic, lay it so the outside flaps are pointing up, push the “popcorn” button 3 times. 1.75 will appear on the screen. Push Start. When finished remove the bag and pull the corners to open it up. Use caution when handing it to the customer as it will be very hot.
* For a.m. games, be prepared to make coffee by turning on the Kurig and making sure it is full of water. CUps of coffee, and sometimes hot chocolate, are in the rack the machine is sitting on. Supplies are in the upper cabinet next to the cooler. To use it: place a coffee cup under the spout; pull up the handle, place a pod in and pull the handle down. Push the far right button- it has a picture of the largest cup. Once finished place a lid on it and make sure it is on tight before giving it to the customer. Sugar, creamer and straws are in the cabinet with coffee supplies. Place a bowl of those items on the service counter for the customers.
* Candy will be stocked on the blue rack. Extras are stored in the bottom cabinets.
* Open the concession window.
* No children under the age of 14 should be in the concession stand. No children under the age of 16 should handle money – adults only.
* Popcorn is complimentary for workers and SPS staff. All other items must be purchased.
* Referees are given complimentary drinks. They must pay for all other items.
* If special items are sold, the AC member will review procedures at the time of the event.

**CONCESSIONS CLOSING**

* You may begin clean-up after the first game of the last volleyball match or during the 2nd half of the last basketball game. Do not close up until after the last game –players/spectators may want to purchase items.
* Wipe out microwaves if they were used.
* Restock all candies and drinks. Mark on concessions inventory sheet anything that needs to be purchased.
* Wipe down all surfaces with QT plus.
* Put away all condiments, coffee stirrers, etc. in the appropriate place.
* The athletic committee host will tally the concessions box – leave on counter.
* Bag up trash and throw in dumpster outside the practice door.
* Sweep the floor and scrub any parts that need it.
* Vacuum the rugs outside the concession stand and in front of the gym door.
* Sweep up in the hallway and gym lobby. Spot check the stairs for rappers or popcorn.
* Help with closing the other parts of the gym. Please be sure that the door is closed if no one is in the concessions area.
* **Final shift workers are responsible for aiding in the tear down process. Concessions workers are in charge of cleaning up concessions; however, they may also be asked to aid in other parts of the gym once concessions is complete. Workers are not to leave until athletic host releases them.**