**FKHS Booster Club**

**Concession Stand Booster** **Rep**

**Opening Responsibilities**

**If you are the Booster Rep Opening the Concession Stand:**

* Make arrangements to pick up the money box from Carissa Slavin, Treasurer. Verify the cash amount and sign form inside the cash box
* Make arrangements to pick up keys from Angie Naden (this is for the **Stadium Only** - for closet where out concession supplies are stored; a key for the padlocks on all cabinet doors at both locations is in the cash box. We don’t have a key to the concession stand door at the high school; find an administrator or a janitor to unlock.) Put keys in cash box after everything is unlocked.
* Turn on nacho cheese warmer and put cheese in the dispenser. Put box of chips and trays next to dispenser for serving. Note: When serving nachos, do not open the bag of chips; leave sealed for the customer to open on their own.
* Unlock cabinets and take out all popcorn supplies and set by popcorn popper; turn on kettle to start warming up
* Take grill out of closet and light (stadium only)
* Take hot dog roller out of lower cabinet and turn on to medium heat (high school only). Take hot dogs out of freezer.
* Take one box of each type of candy and candy bar to the center counter (stadium) or the (high school)
* Remove window cover and place outside the concession area (high school only)
* Stock drinks in the outside coolers (stadium only). Use the stocker to move product during the game from the closet coolers to the exterior coolers (football games only).
* Wipe down counter with Clorox wipes
* Hang up signs with concession prices; put “out of order” signs over the vending machines (high school only)
* Put ketchup, mustard, relish, napkins on counter
* Instructions for popcorn:

1 Cup Corn

1/3 Cup Oil

¾-1 tsp of salt

* After kettle has warmed up, put the oil in first, then the corn and salt mixture. When popping starts to slow down, dump the popcorn or it will get burned in the kettle.
* Pizza will be ordered and scheduled for initial delivery by the Concession Chair. Depending on the event, we may need to schedule an additional delivery (typically would apply to varsity football and basketball only).
* Please have all workers wash their hands upon arrival. Anyone handling non-packaged food needs to wear gloves. Remind workers not to eat or drink while in the concession area.

Utilize the team to help with all of the above items….you do not have to do this all on your own, you just need to make sure it gets done! Make sure that an adult is supervising the kids at the counter/money box. We also need to have an adult running the grill (stadium) and the popcorn popper.

Once all the workers know their assignment for the night, feel free to leave and watch the event. You will want to check back in shortly before the half to make sure they are ready for the halftime rush. You may even want to stay and assist at the counter, if they need help to get through halftime (this is more for varsity football and basketball games). Once you get through halftime, your job as the Opener has been fulfilled….thank you!

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| --- | --- | --- | --- | --- |
| **Workers - Varsity Football**  |  | **Workers - Basketball** |  | **Workers - Other Events** |
| **10 Students 5 Adults** |  | **6 Students 2 Adults** |  | **4 Students 1 Adult** |
| Counter | 5 Students |  | Counter | 3 Students |  | Volleyball | High School |
| Drinks | 1 Student |  | Drinks | 1 Student |  | Soccer | Stadium |
| Grill | 1 Student/1 Adult |  | Pizza | 1 Student |  | Track | Stadium |
| Pizza | 1 Student |  | Nachos/Dogs | 1 Student |  |  |  |
| Nachos | 1 Student |  | Popcorn | 1 Adult |  |  |  |
| Stocker | 1 Student |  | Money | 1 Adult |  |  |  |
| Popcorn | 2 Adults |  |  |  |  |  |  |
| Money  | 1 Adult |  |  |  |  |  |  |

**FKHS Booster Club**

**Concession Stand Booster** **Rep**

**Closing Responsibilities**

**If you are the Booster Rep Closing the Concession Stand:**

You should plan to be in the concession stand by the beginning of the 4th quarter (for football games or mid-way through the second half for soccer games). For volleyball, begin closing at the start of the last match. For basketball, begin closing at the start of the 4th quarter of the varsity boy’s game. You will need to be in the concession stand until all clean-up/closing duties have been completed.

* Begin the shut-down process at the start of the 4th quarter.
* Do a final inventory count of ALL items; use form that is in the bottom of the cash box. It is easiest to do this as you are returning items to the closet cabinets and coolers (stadium). It is very important that we have an accurate count of items remaining at the end of an event so we know what we need to order.
* Put all items back in the cabinets (candy bars and condiments go in the cooler).
* Turn off propane and let grill cool down before returning to closet (stadium only). Turn off hot dog roller and wipe down with rag after it has cooled. Return to bottom cabinet (high school only).
* Turn off nacho cheese warmer and put remaining cheese in the cooler
* Turn off popcorn popper and clean machine. Remove bottom tray and dump unpopped kernels; wash in sink with soapy water. Wipe down kettle and interior/exterior sides of popper. Put on cart and move to closet (stadium only).
* Take down all signs and save for the next event. Put the window cover back up after the game is over (high school only).
* Wipe down all counter surfaces with Clorox wipes
* Sweep
* Consolidate all trash to make it convenient for the janitors to remove. Place trash cans outside the concession area (high school only).
* Count money and have another person verify. Sign off on the form included in the money box.
* After everything is returned to its proper location, lock all cabinets with padlock and lock closet door (stadium) or concession door (high school).
* Make arrangements to return the money to Carissa Slavin, Treasurer.
* Make arrangements to turn in keys to Angie Naden.
* You’re finished!

Utilize the team to assist with all of the above items. The team that is working is responsible through the clean-up process.

*Thank you for your help and for supporting the FKHS Booster Club!*

*Revised 8.23.17*