EAST FREDERICK LITTLE LEAGUE

**Concession Stand Procedures**

**7th Street location**

***Opening Instructions:***

1. First, **THANK YOU** for helping out the League by volunteering in the Concession Stand! It’s the best seat in the house to watch the game if not busy!
2. Please get the **CASH BOX** out of the refrigerator. The **COMBINATION** is 0-0-0. The box should contain a total of $100 in bills ($35 in ones, $45 in fives, $20 in tens) There should also be at least $20 in quarters (80), $5 in dimes (50), and $2.50 in nickels (50). It’s OK to have more change, but if there is not enough, please call Carrie Gregory, Concessions Manager, 717-507-7977.

**ONLY COUNT THE BILLS !**

1. Please complete the **Concession Log** by counting the cash box and entering the **total amount of bills**, (Do not count the change) contained in the cash box on the Log. Two (2) people must count the money and both need to sign the Log.
2. Please for sanitation purposes, have only **one** person handle the money and distribute drinks and candy only. The **second** person should handle the food. If you are handling the food, you must wear the gloves provided. There are tongs to use as well. No hands please! **Wash your hands often!**
3. Remove ketchup, mustard and relish from the refrigerator and place on the cart. For coffee, all supplies are already on the cart. The napkin container should be filled with napkins (if not please restock). Spoons should also be on the cart. Place the cart outside the concession stand near the window. Remove the cinnamon and sugar and salt shaker from the fridge. Place on top of the microwave.
4. Please take out of the freezer enough hot dog buns for the day **(check the game schedule on the bulletin board)** Place at least two under the warmer so they become room temperature.
5. Take the **chocolate candy** out of the fridge and place on the shelves to sell. At the end of the shift, please return them back to the refrigerator so that they don’t melt.
6. **Please TURN ON: Be sure to only plug each machine into their marked power strip and that power strip into the correct outlet!** 
   1. **Coffee Pot:** If it’s cool weather. Wait until it’s ready to brew.   
      Please also run water through the pot so you can make hot chocolate. You will see two carafes that can be used for both coffee and hot chocolate. Use the designated “coffee” carafe (on a busy day fill it up) and run hot water through the coffee pot and fill the designated “hot water” carafe labeled. You will use this water to make hot chocolate.
   2. **Hot Dog Roller:** **To use:** Place clean foil underneath the rollers. Turn on high to begin (allow to heat up) before placing the hot dogs on. Place about 12 hot dogs on the front half to cook on high until they reach **160 degrees**. **Check the hot dogs with the thermometer!** When those are done, move to the back half and cook on low to keep warm. Place more hot dogs on the front half on high to cook as needed.
   3. **Steamer:** Please make sure there is enough water in the bottom to cover the bottom of the pan. (about 2 inches) Place a plastic steamer bag in the steamer pots that will be used for the chili and cheese sauce.
   4. **Cheese Sauce:** Start heating the in the glass container in the microwave. Stir often to heat to 160` then transfer the cheese to the steamer container that is lined with a plastic bag. Cover with lid. Don’t fill too full, only to ¾ so not to waste product. You can always heat more. If you just opened the can, please place in the refrigerator and label with today’s date.
   5. **Chicken nuggets:** Remove from freezer. Place 6 chicken nuggets on a paper plate. Cover with damp paper towel. Microwave for 2 minutes. Serve in a food tray. You may put BBQ sauce or Ketchup in the 4 oz solo cup.
   6. **Chili**: Heat in a glass bowl, stir, once it’s hot place it in the steamer container that is lined with a plastic bag. Cover with the lid.
   7. **Corn Dog:** Place on a paper plate and microwave for 1 minute. Serve on a hot dog hot dog tray.
   8. **Hamburger or Cheeseburger:** pull a patty from the freezer, place on paper plate with damp paper towel, microwave for 2 minutes, if cheese is desired, remove paper towel, place one slice of cheese on patty and microwave for 15 seconds. Serve on a bun in a food service tray.
   9. **Kraft Macaroni and Cheese Cup:** Follow directions on the container. Add water and microwave. Serve in the container.
   10. **Nachos with Cheese:** Take a pre-packed bag of nacho chips (quart size bag filled ¾ of the way) and place in a 2-compartment tray. Fill the compartment with hot cheese. If you run out of prepacked nachos, fill a quart size bag ¾ of the way with nachos.
   11. **Sno-Cone Machine:** Fill the white rolling cooler with ice from the deep freezer. Do not leave the machine on, it’s very loud. Please plug it in and start shaving ice if it’s a hot day. Fill the shoot to the Sno-Cone machine. Please use the scoops to fill the white rolling cooler, shoot and cups. There is also a scoop to use. Turn the machine on, gently press the ice through. Fill Styrofoam cup and squirt flavor onto the ice. 3 squirts is plenty.
   12. **Soft Pretzels:** For soft pretzels, remove pretzels (start with 3) from freezer and place on paper plate, spritz with water, add salt and microwave for 1 minute and 15 seconds. Hang in the pretzel machine. For cinnamon sugar pretzels, please cook as ordered. Spritz with water and then sprinkle with cinnamon sugar, microwave for 1 minute and 15 seconds.
   13. **Walking Tacos:** pull a labeled pre portioned baggie from the fridge or freezer, transfer to a glass bowl, cover with a damp paper towel. Microwave for 1 and 1/2 minutes. Spoon over a bag of Fritos, offer shredded cheese, salsa and sour cream. Serve with a spoon. They eat it out of the bag.

Fill the sinks with water. **First** sink gets **HOT SOAPY** water. **Second** gets only **HOT** water. **Third** sink gets **HOT water and 2 tsp of bleach per gallon of water**. Wash dishes, rinse, and then each dish gets set in third sink (sanitization solution) for **at least one minute**. **Please dry and put away all dishes.**

1. **Player Hot dogs:** Speak with the Team Mom or Manager for each team and fill out the End of Game Hot dog & Water order form. Start making these hot dogs by the end of the 4th inning so they are ready by the end of the game. Place hot dogs in foil and under the water or vertical in the steam table. Add water (**located in the bottom of the fridge, small waters from Costco)** to each RED tray, napkins and a bottle of ketchup. Team Moms will come get them at the end of the game.

**If a player has an allergy or dietary restriction, a bag of chips can be substituted.**

1. **UMPIRE WATER - This is located on the bottom shelf of the fridge. Kirkland brand purified drinking water!!** Umpires get free water. Please leave one to two water bottles in the fence during the game and check back to see if they need a new bottle.

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**Concession Stand Procedures**

**7th Street location**

***Closing Instructions:***

1. At the end of the shift, 2 people must count the money, and sign the concession log again. Any bills over the $100 start up cash must be placed into the envelope. The box should contain a total of $100 in bills ($35 in ones, $45 in fives, $20 in tens) There should also be at least $20 in quarters (80), $5 in dimes (50), and $2.50 in nickels (50).

**Count only the bills.**

It’s OK to have more change, but if there is not enough, please call Carrie Gregory, Concessions Manager, 717-507-7977. Please fill out the front portion of the envelope with **Team Name, Date, Amount and Initials**. Seal it and note the amount on the Concession Log. Then place the envelope in the metal gray drop box under the window on the wall. Place the cash box in the fridge, lock the refrigerator and place the key in the key box. **Please text Carrie with the deposit amount at the END of EACH game.**

**See additional instructions regarding the Square.**

1. Shut off all equipment and UNPLUG!
2. Remove all hot dogs from the Roller. Please note the leftover hot dogs on the Inventory sheet. They can be given out to spectators.

**To clean:** Turn both the front and back on low to clean the rollers so they will continue to turn. Wipe with a towel of warm soapy water. When the debris is gone, wipe gain with a towel of warm water, no soap. Carefully remove soiled foil. Turn the machine off and unplug.

1. Clean coffee pots and carafes.
2. Wipe out the microwave (including the top) and unplug. Return the salt and cinnamon sugar shakers to the fridge. Fill spritz bottle with bottled water if it’s low.
3. Remove all ice from the Sno-Cone Machine. Wipe out with warm soapy cloth and then again with warm rag. Dry completely. Leave the door open. Place remaining bag of ice in freezer.
4. Remove the metal containers used from the Steamer. Place any unused cheese and cheese in a plastic container and place in the fridge labeled with today’s date. Clean out any remaining water.
5. Wash all dishes, dry and put away. **Empty only one sink at a time**!

**The floor will flood!**

1. Wash off Sno-Cone syrup bottles and dry so they won’t be sticky.
2. Place all dirty dish towels in the lined laundry basket.
3. Re-Stock all sodas, water and Gatorades with the **newest** in the **back** and the **oldest** in the **front**.
4. Check the game schedule for the next few days, if there are items that need restocked please call or text Carrie Gregory, Concessions Manager, 717-507-7977. Include the number of items we have left so adequate amounts can be purchased.
5. Please have the Manager lower the wooden canopies, secure from inside.
6. Sweep the floor, mop if needed.

1. Wipe all counters with warm soapy water.
2. Turn off the lights and make sure the manager locks the door.

**THANK YOU !!!**

EAST FREDERICK LITTLE LEAGUE

**7th Street Concession Stand CHECKLIST**

**Closing the Stand:** The Team Mom or Team Manager in her absence will be held responsible for ensuring all the items listed below are completed PRIOR to leaving the baseball field.

|  |  |
| --- | --- |
|  | Hot Dog machine has been cleaned and unplugged. |
|  | Sno-Cone machine has been unplugged and remaining ice removed. |
|  | Microwave ovens have been wiped out and unplugged. |
|  | Coffee pots have been cleaned and turned off (if used) |
|  | Coffee and hot water carafes have been cleaned. |
|  | Heat lamps have been turned off. |
|  | All dishes and utensils have been cleaned and put away. |
|  | Re-stocking of all drinks, snacks and paper products, hot dogs and buns have been moved from freezer to fridge if needed, has occurred. |
|  | All refrigerated items (including chocolate candy) have been placed into the refrigerator and labeled with the date (cheese sauce) |
|  | Any food/drink/supply needs have been called or texted into the Concessions Manager, Carrie Gregory, 717-507-7977 |
|  | Ensure the correct amount of start up money is in the cash box: $100 in bills ($35 in ones, $45 in fives, $20 in tens) There should also be at least $20 in quarters (80), $5 in dimes (50), and $2.50 in nickels (50). CASH BOX IS LOCKED AND PUT INTO THE REFRIGERATOR. **ONLY COUNT THE BILLS !!!** |
|  | All profits (1’s, 5’s, 10’s, 20’s) are to be counted, placed in an envelope and put into the metal gray drop box, leaving the start up money of $100 in the cash box. The amount deposited into the envelope is to be texted to Carrie Gregory, Concessions Manager, 717-507-7977 |
|  | Ensure the bathrooms are stocked with toilet paper, paper towels and hand soap. |
|  | Ensure the windows and wooden canopies are lowered and locked. |
|  | Ensure the scoreboard is turned off (MANAGER) |
|  | Ensure the Press box lights are off and locked. (MANAGER) |
|  | Last game of the day (see schedule on the bulletin board) needs to sweep and mop the floor |
|  | Ensure the refrigerator is locked and key is placed in the key box and secured. |

**TEAM NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHAT TO SERVE IT ON?

**SERVED ON 8” PAPER PLATE**

Soft pretzels

**SERVED IN A FOOD TRAY**

Chicken Nuggets (with a 4oz solo cup of BBQ sauce or ketchup)

Breakfast sandwich

**SERVED IN A HOT DOG TRAY**

Hot Dogs

Corn Dogs

**SERVED IN A 4OZ SOLO CUP**

Nacho cheese for Pretzels

BBQ Sauce or Ketchup for Chicken Nuggets

**SERVED IN A 2-COMPARTMENT TRAY**

Nachos

**STYROFOAM CUPS**

Coffee

Hot Chocolate

Sno-Cones

Sleeve of cups goes to the dugout for Players with the orange Gatorade coolers

**PLASTIC WRAP/CLING WRAP**

Cover for the remaining Nacho cheese sauce in the fridge

**FOIL WRAPPERS**

Player hot dogs

MICROWAVE INSTRUCTIONS:

**IS IT COVERED WITH A DAMP PAPER TOWEL??**

|  |  |
| --- | --- |
| **Food item:** | **Directions:** |
| Chili | Microwave on HIGH for 1 minute, stir and heat for 30 seconds more if needed. |
| Cheese sauce | Microwave on HIGH, stirring after each minute until heated to 160` |
| Cheeseburger | Microwave on HIGH for 2 minutes. Place slice of cheese on top, do not cover, microwave for 10 seconds or until cheese melts. |
| Chicken Nuggets | Microwave on HIGH for 2 minutes. |
| Corn Dog | Microwave on HIGH for 1 minute. |
| Hamburger | Microwave on HIGH for 2 minutes. |
| Macaroni and Cheese Cup | Add Water and Microwave according to package instructions |
| Popcorn | Microwave on HIGH for 2 minutes |
| Soft Pretzels | Squirt with water and sprinkle with pretzel salt or cinnamon sugar. Microwave on HIGH for 1 minute 15 seconds |
| Taco Meat | Microwave on HIGH for 1 minute 30 seconds. |