

## Volunteer Information for Indoor Concessions

- Thank you for volunteering! We couldn't do this without your help!
- If you can't make your shift, please notify the opener or the closer so they can try to find someone to replace you.
- **Please wash your hands as soon as you start your shift.** We must follow all food safety and handling procedures in the stand, please use gloves when handling food. See the hand washing poster above the sink for more information about when you should rewash your hands.
- The concession stand will be fully stocked before the first game by the Purchasing Coordinator. The opener will arrive before you to start to set up the stand and can help with instructions or answer any questions. **Extra supplies are under the table, in the cabinets under counter, in freezer, under the popcorn machine and on top of drink cooler and all other items are on the shelving unit.**
- **There are two shifts for volleyball and basketball games:** Varsity parents work the first shift and the Sophomore parents work the second shift. Likewise, Freshman A & B basketball teams work the opposite shift of when their athlete plays. **There are generally 3-4 shifts for wrestling and indoor track,** depending upon the number of teams for the event. For indoor track and wrestling, parents may run out to watch their child compete then return to their shift in the stand. *The first shift runs from 20 minutes for set up to the end of the sophomore game. The second shift runs from the beginning of the varsity game to 20 minutes after the last game to help with clean up.*
- **Check the binder in the stand for opening amounts of food for each sport, appliance instructions and opening and closing procedures.**
- **If selling hot dogs,** place the dogs in the crock pot on high. It will take about 15-20 minutes to get the hot dogs hot. Place buns from the freezer in the warmer to thaw them. When hot, place hot dogs in buns, wrap in foil and return to the pizza warmer until sold.
- **If volunteers need to order more pizzas, they call the opener or the closer.** They can also call Rosati's if they can't reach the opener or the closer. It takes about 30 minutes to get to South. We order large double dough, pie cut pizzas in cheese or sausage; they are the best sellers. If you get pepperoni, only order one or two, it doesn't always sell. Do not pay the delivery person or give a tip, Rosati's receives payment from the Booster Treasurer. If pizza is not selling, **in the last game of the second shift or final rounds of wrestling, have the announcer tell the crowd that pizza is half price.** All Rosati's receipts go into the cash drawer then the lock box at the end of the night.

- Volunteers should notify the opener or closer if we are running low on inventory so we can replenish supplies for the next game.
- Mr. Carlson hands out **hospitality tickets** to officials at each game. These tickets are raffle tickets the officials use for one free food item at the concession stand. Volunteers write the item chosen on the back of the ticket and place them in the cash drawer. These go in the lock box at the end of the night.
- **If you need more quarters or singles**, notify the opener or the closer and they will do their best to help you. If you can't reach them, you can call the Concession Coordinators. Information is posted on the freezer door.

### Closing Concessions

- **Volunteers for the second shift should plan on staying about 20 minutes after the last game for clean-up.** To speed up the clean-up process, volunteers can start cleaning up the nacho, popcorn and pretzel stations with 15 minutes to go in the last game or final rounds in wrestling.
- **Ask announcer to tell crowd that any remaining pizza/hot dogs are half price end of 3rd quarter/start of 4th quarter of the last game. Any remaining whole pizzas can be sold for \$12.50.** Check with Track and Wrestling Coaches to get estimated end time.
- **Volunteers should clean each appliance according to the clean-up procedures enclosed and posted in the stand.**
- **Volunteers should restock the coolers with drinks and put items that were placed out on the counter away.** When restocking, if anyone notices that inventory is running low, tell the opener or closer so they can notify the Concessions Coordinator. **Remain in the stand until the closer arrives at the end of the game.**
- **The closer comes in to make sure all appliances are clean, off and ready for the next game.** The closer also counts the cash drawer and places the cash, balance sheet, Rosati's receipts and any hospitality tickets in the lock box. The closer locks the metal window, turns off the lights and locks the concession stand door after each game.
- **Thank you for your help!**