**CONCESSIONS STAND VOLUNTEER RESPONSIBILITIES**

* **Please have the stands open no later than 15 minutes before the first game. Work with other volunteers to share/split the role of Concession Stand Opener as they arrive.**
* **Please wash your hands and continue to wash them throughout the shift, even when only selling packaged items.**
* **Please use gloves at all times when handling prepared food such as hot dogs, hamburgers and pretzels. This is mandatory per the Hennepin County Health Inspector.**
* **Sign in for your shift on the Ipad at the end of your shift.**

1. **TURN ON HOT DOG, PRETZEL AND POPCORN MACHINES.** 
   1. Before turning on hot dog machine, wipe grill and rollers (wipe from outside to center of rollers), if necessary, with paper towels and hot water. Turn on hot dog roller machine (200 degrees for thawed dogs), popcorn machine and pretzel machine. Set out condiments.
   2. **Start Hot Dogs**—check refrigerator for any open packages of hot dogs and buns and use those first. When those run low, take packages out of the freezer (quantities below or as needed), warm frozen hot dogs in microwave for 1 minute before putting hot dogs on roller machine. Put buns in bottom warmer drawer below hot dog roller. Start with:

**Weeknights 6 Hot Dogs Weekends 10 Hot Dogs**

* 1. **Start Popcorn**—follow instructions on popcorn machine door. Use one oil/kernel packet at a time. On the shelf under machine, the smaller bags are for free foul ball bag of popcorn. Red/white bags (12”) are for popcorn for purchase. Make sure machine is cleaned out at end of night.
  2. **Start Pretzels**—take pretzels out of freezer, warm in microwave for 1-2 minutes (depending on how many), then hang them in pretzel machine. For pretzels w/salt only, lightly spritz pretzel w/water bottle (please make sure the bottle states “Pretzel Water” and dip pretzel in salt. For pretzels w/cheese, put pretzel in a paper food boat w/plastic cup filled w/cheese. **Cheese machine should always stay plugged in and turned on.** A second bag of cheese should already be on top in the machine warming up for use after the first bag runs out. **A cheese bag tool (stored in register drawer) must be used to open a cheese bag.**

**Weeknights 3 Pretzels Weekends 6 Pretzels**

* **CANDY/CHIPS/COOKIES**

You can use the cart to display candy and candy bars (in refrigerator in hot weather).

* **Check to make sure that the coolers are stocked with drinks.**
* **Make sure that there are always icees/freezies in the freezer.**
* **OPENING PROCEDURES**

**When opening window at Skippy, please do not raise it up all the way, stop about 8” short of the top, or the window will get caught in the track.**

Make sure all volunteers know how to run Square program and credit card reader. The cash register should be ready to go with what you need—ones, fives, and tens, and change. Leave money in drawer, it will be picked up at end of last shift.

Please restock pop cooler and packaged items as necessary throughout your shift.

* **CLOSING PROCEDURES**

**Start clean-up at the top of the 6th inning of the last game of the day.**

**Popcorn** **Machine**—leftovers can be bagged up, sold, given out to players, or thrown away. Once popcorn machine has cooled, clean and wash the stainless steel parts in soapy water in the sink and then rinse. Wipe the kettle out with a paper towel once cooled. **DO NOT SUBMERGE KETTLE IN WATER**. Reassemble machine and make sure **ALL 3 SWITCHES ARE OFF**.

**Hot Dog Machine**—remove roller bar attachment, wash in sink with warm, soapy water, rinse and dry with paper towels. Wipe grill (underneath roller bar) with hot, soapy water and rinse and reassemble machine. Wipe out bun warmer drawer with wet, damp cloth. **Make sure hot dog machine and bun warmer are turned off.**

**Pretzel Machine**—Make sure machine is turned off.

**Please make sure to restock coolers with drinks, if necessary.**

**Please make sure there are plenty of icees/freezies in the freezer to freeze overnight for the next day.**

**Send a text at the end of the day/night to Julie at 952-212-6523 if inventory is running low on any items.**

**Take out the garbage.**

**PLEASE TAKE DOWN THE PRICING SIGNS FROM OUTSIDE AND BRING THEM INTO THE STAND.**

**Northside only: Please make absolutely sure that the bathroom door is LOCKED at the end of the night. There have been incidents of vandalism and people sleeping in the bathroom.**

**Skippy only: Please close the concession stand window and LOCK it on both sides by sliding the bar into place and placing the gold clips in both sides. Sometimes you will need to jiggle it a bit to find the slot.**

**Sweep and mop, if necessary. Please do not dump mop water in the sink, dump it outside in the grass. Mop your way out and leave empty bucket and mop right inside the door and please don’t forget to turn OFF the lights!**

**Thank you for volunteering!**

**Julie Van Guilder**

**Northside and Skippy Concession and Volunteer Manager**

[**slplittleleaguevolunteers@gmail.com**](mailto:slplittleleaguevolunteers@gmail.com) **or 952-212-6523**