



## **Concessions Job Description/Expectations**

*Includes Concessions Sales/Spirit Wear Sales/Raffle (as assigned)*

Report 15 minutes early to get assignment for your shift.

### Concessions:

- Wear a hat or a hairnet at all times while in concession area
- Do not eat inside concession area
- Do not store your child's softball gear in concession area
- Familiarize yourself with the price list and items we offer for sale
- When preparing hamburgers/hot dogs/Brats your hands must be gloved
- Make appropriate change for customers
- Restock food/ice and drink supply as necessary
- Communicate any restock needs to the shift Lead, the Concessions Manager and or the Tournament Director
- Keep bun bags for use as ice bags for injuries
- May be asked to run food to another location
- May be asked to check restrooms and restock
- Personal beverages must be in a personal cooler. It is a health code violation to use the "concessions" coolers for personal beverages.
- Answer patron questions and assist them – this may include giving directions, locating the medic, finding the Tournament Director and/or BFA President
- If assigned, you will work with the grill master to transport product from grill to bun.
- Help set-up (early shift) and take-down (late shift) – this will include lifting & carrying
- If assigned, you will need to assist with checking-in volunteers and/or teams (see below)
- If assigned, you will assist with Spirit Wear sales (see below)

### Spirit Wear

- Set up Spirit Wear table next to (but separate from) concessions
- Obtain cash box - IMPORTANT TO KEEP SALES \$ SEPARATE FROM CONCESSIONS \$  
*Treasurer or onsite tournament director are the only two allowed to remove money or collect box at the end of the day – Sign off on amounts removed if requested.*
- Use clothespins to hang samples from tent
- Make sure to have a “try on size” available.
- Assist concessions if needed
- End of day, fold items and put back in boxes and put inside wheel for the next day

### Volunteer Check-In

- Set up Check-in table next to Spirit Wear table (but separate from concessions)
- Maintain check-in/check-out log
  - Volunteers should check-in by registering arrival time and signing in
  - Volunteers should check-out by registering departure time and signing out at the end of the shift so they get credit
  - Notify onsite tournament director and/or concessions lead if a volunteer is a no-show after 10 minutes so we can make staffing adjustments if needed (especially important for field crew).

### Team Check-In

- Use the same table as Volunteer Check-in
- Each team **must** turn in:
  1. An ASA **Certified** Roster signed by all the parents. If no such roster – contact the Tournament Director and/or concessions lead prior to checking in the team. There will be an additional fee for teams without this roster.
- Give each team:
  1. Bag Tags
  2. Batting Cage Pass (Except 8U teams)
- Any issues, contact Jessica Musta 612-296-8136 or the onsite tournament director