

Green Bay Youth Baseball Concession – WEBSTER PARK

IMPORTANT

No one under 16 may run the stand without an adult present.

OPENING PROCEDURE

Arrive 15 minutes before game time

- **Cash Drawer:** Located in the refrigerator freezer.
- **Set Up:** Open windows by removing 2x4 and lifting window and latching to hook on the ceiling. Set napkins and condiments on the ledge.
 - Fill coffee urn with water and plug in to start heating water for hot chocolate.
- **Candy & Chips:** Take candy/chocolate out of the fridge and cupboards. Set on shelves or table.
- **Popcorn:** Popcorn packs are in the cupboard below the popcorn machine.
 - Use one packet at a time. Start popping and bagging.
- **Hot Dogs:** Flip both switches to ON, set to 90. Place 5–6 hot dogs on rollers; add more as sold. Get buns and condiments from the fridge. Wrap in foil sheets to serve.
 - **Turn temperature once hot dogs are warmed up**
- **Pretzel Bites:** **Place 12 bites per order into bowl**. Ask if customer if they want salt. Mist with water and sprinkle with salt if requested.
 - Microwave 45 sec to 1 min. Serve in plastic tray with nacho cheese.
- **Nacho Cheese:** Serve in plastic trays with cheese and chips.

Please be mindful of the popcorn and hot dogs that are premade as to not waste product or give it away at the end of the night.

✘ CLOSING PROCEDURE

- **Restock Beverage Cooler:** Refill drinks if needed.
- **Popcorn:** Bag and give away leftovers. Turn off switches. Wipe down machine and wash scoop (Caution: HOT).
- **Hot Dogs & Buns:** Give away leftover hot dogs. Place unused hot dogs in zip lock bag, buns, and condiments in fridge. Turn warmer switches OFF.
 - **If time allows, please scrub down rollers to prevent buildup**
 - Keep tray under rollers in place when cleaning rollers, but please wash tray at the end of the night!
 - **Please make sure that there is thawed hot dogs and buns in the refrigerator for the next day**
- **Nacho Cheese:** Machine is on a timer and will turn off automatically.
- **Candy/Chocolate:** Put meltable items in fridge; rest put away in cupboard.
- **Clean Up:** Bring in price sign. Wipe counters. Sweep floor. Empty garbage bag and place into outside bin. Close stand window.
- **PLEASE DOUBLE CHECK THAT 2X4 IS REPLACED IN WINDOW, DOOR IS LOCKED AND CONCESSIONS KEY IS PUT BACK IN THE STORAGE ROOM!**

CASH DRAWER & DEPOSIT

- **1 Coach + 1 Volunteer:**
 - Count cash from drawer.
 - Leave: \$100 in 1's, \$30 in 5's, \$20 in 10's.
 - Place remainder of money in plastic deposit bag.
 - Label with: Game date & location, Amount, Coach + Volunteer names.
 - Place deposit bag in black drop box in concession storage room
 - Return cash drawer with remaining change to refrigerator freezer.
- If not enough to make \$150 in change: Text Brad Johnson (920)621-4606