

Quick “How To” List for Concession Volunteers

1.	Open and secure all windows and grates. Front grate needs to be chained and supported by propping up wood door on swinging metal grates. Wipe down counters.
2.	Remove cash box from microwave and move to white tray on front table. Confirm there is \$100 in bills. If the Coke drink cooler is locked, the key can be found in the bottom of the cash box. Please return it back to the cash box as soon as it is unlocked. Turn on the Coke drink cooler light – it is located under the bottom row of drinks.
3.	Make sure drinks, candy and other items are stocked. Place sample items on white display rack. Sample items are in baggie on or in tote on shelf of front table.
4.	Put condiments on a tray inside the window by home plate. Condiments include: mustard, ketchup, mayo & pickles in a serving container, and napkins.
5.	Chocolate candy is sold from the refrigerator to avoid melting; other sweet/sour candy and cookies are sold from a bin below the cash box; Airheads, Bubble Gum, Blowpops and Chips are sold from the counter. Peanuts are in the tin can under the main window.
6.	Coffee/Hot Chocolate is made in the coffee pots above microwave. The Cuisinart is for coffee and the smaller machine is for hot chocolate. Offer creamer and sugar as needed by customer.
7.	When players charge purchases to their account, list purchase amount next to the player’s name on the account form that is on the clipboard. If deposits are made to an account, note that as well and put money or check payable to DDC in cash box. You will need to tally sheet and transfer balances to a new sheet at the end of the last game of the day. See #9.
8.	Restock everything for the next shift. Make peanut bags if needed – at least 8 should be in the tin can. Fill each baggie 2/3 full. If you see that something has low inventory, leave a list on the front table.

9.	Tally the players' accounts, enter new balance on sheet and then transfer to a new sheet for the next day's game. Retain the account sheet by putting it on the bottom of the stack.
10.	When closing, clean appliances and utensils that were used and return to their storage spot. Clean countertops, sweep floor. All candy/food must be stored in one of the sealed plastic bins (hanging chips may be left out). Secure windows.
11.	Use printed envelope (in plastic "office" on shelf under front table) and fill in date, your name and amount of sales from the game (all bills/checks in cash box minus \$100) and put in envelope and give to the concession rep listed on the envelope. Make sure there is \$100 left in the cash box – 3 tens, 6 fives and 40 ones is ideal, and return cash box to microwave.
12.	Empty large trash cans in front of stand. Players are to collect trash bags and take to dumpsters behind school. Double check that gas tank on the grill is turned off and black fridge/freezer is shut. Please make sure that someone with access to keys (board member, coach) locks concession stand.
13.	<p>Grillers: See specific instructions sheet for operating grill. It is our intention to cook only as much as we can sell. We want to avoid food left over at the end of the game. Use your judgment on quantity depending on crowd size, other activities on the multi-use field and weather conditions.</p> <p>If you are working a weeknight game: we suggest cooking 5 hamburgers/5 cheeseburgers and 7 hot dogs. Cook in small increments after that to avoid having leftovers.</p> <p>If you are working a Saturday double header game: we suggest cooking 10 hamburgers/10 cheeseburgers and 12 hot dogs</p> <p>Be mindful that the burgers take 10 minutes to cook. It is reasonable to shut down and clean grill by the end of the 4th inning.</p>

Concession Contacts

Please call or text any questions or issues to:

Shelley Levy 678-557-4815 OR Carol Gaultney 404-784-4927

Go Wildcats! Thank you for being here!!