

Concession Stand/Admissions/Security

Personnel Needed:

2 kitchen workers (adults)

1 Admissions (adult)

1 Security (adult)

Procedures:

Open the Door: See coach for master key. The kitchen door is opened with the master key.

ADMISSIONS

Set up table at entrance to the gym. Take cash box from cabinet in kitchen. Admission is \$2 for adults/\$1 for children/\$5 for family.

KITCHEN

If a parent is working in the concession stand, their child may be in the kitchen as long as the parent understands they are responsible for their child. No additional children are permitted for any reason as this is a liability concern.

Open the Concession Stand Window: Push the Window Up

Cash Box for Kitchen: In brown cabinets under concession window next to Scrip Safe. There is a \$10 bank. At the end of the night return the \$10 to the bank.

1. Make 12 hot dogs. (Buns and Dogs in refrigerator); Make the hot dogs on the stove, put in bun and wrap in aluminum foil (on counter or in drawer), then place in the ELECTRONIC NESCO ROASTER (on counter) WITHOUT WATER to keep warm. Keep on the lowest possible setting to prevent burning.
2. Light the pilot if necessary. (Directions are posted above the stove/oven; matches are in the drawer under the concession window).
3. Display candy bars, chip, Gatorade, etc... and display in basket on the counter in the basket.
4. Display price list (in cash box).
5. Only adults should handle money please.
6. At the end of the night place all money in a plastic envelope (on top of the safe and behind the door) and put the envelope in the safe. MAKE SURE THE SECURITY MONEY IS ALSO INCLUDED. Complete a form indicating how much money was deposited and put the form in the envelope before putting in the safe. Also check to make sure envelope goes into the safe by reopening the door once you deposit envelope. ☺
7. Clean all surfaces, take out trash, put new trash bag in, and make sure gas is turned off and sweep the kitchen before leaving. All supplies are located in the cabinets or on the shelves.

SECURITY

Periodically walk through the halls making sure students are not running, being loud, etc... Please check bathrooms and locker rooms.

