

CONCESSION STAND OPENING INSTRUCTIONS -

Get assistance from Officer on Duty if any questions.

Concession stand prep starts at 8:30am each Saturday (games begin at 9:00am), and at approximately 11:30am on Sunday (most games begin at 12:00pm). The Officer on Duty will unlock the door to the concession stand and will start of the Square Point of Sale system. The OD will also have a master game schedule to help determine how much traffic will be at fields each day. Please use judgment based on number of games scheduled, time of day and weather temperature when preparing hot foods and hot drinks.

Become familiar with the price list located in concession stand and with how to use the Square Point of Sale system. Note: Referees may receive free water bottles upon request but they must be sold on the Point of Sale system as a No Charge Ref Water.

1. **Open Concession Stand Windows** – Remove the clip locks (two per window) and unlock the three concession windows. Place the clips in the top drawer of the front cabinet. Roll up the concession windows to begin serving (at least 15 minutes before first game). Place concession stand price lists on concession window counters. A price board is also mounted on back wall.
2. **Make Coffee** – Stainless steel urn will be located on cabinet counter. Normal start up is for 20 cups of coffee. See separate coffee instructions for preparation. Styrofoam cups are in bottom cabinet along west wall. Lids for coffee are available upon request. **Note:** *Dependent on weather, and how much coffee is required.* Repeat as needed, but limit by lunch time. On Sundays, coffee can be prepared if needed.
3. **Heat Water for Hot Chocolate** – Stainless steel urn will be located on cabinet counter. Fill with water and plug in to heat water. Hot chocolate containers/packets are located in top far left cabinet along west wall. Place approximately 2-3 tablespoons from container in cup or 1 packet; fill with hot water and mix. Styrofoam cups are located in bottom cabinet along west wall. Lids for hot chocolate are available upon request.

NOTE: USE HOT DOG ROLLER FOR NORMAL DAILY/WEEKEND HOT DOG & SAUSAGE WRAP COOKING. GRILL CAN BE USED FOR HEAVY DAYS/TOURNAMENTS

4. **Roller Instructions** - Turn on power switch. Turn on both roller switches. Set temperature to 150 degrees. The temperature light will go out when the rollers are at appropriate heat. If the indicator comes on again, raise the temperature. Turn off power switch when not using. Use cloth to wipe rollers off at end of day: **DO NOT USE WATER ON ROLLERS.** Empty and clean drip tray at end of day
5. **Grill Instructions** – Pull the grill out of the concession stand onto the walkway area facing the south parking lot and place next to railing. Light the grill by turning on the propane tank, turning on one burner and using the ignition button. If lighter is needed, it can be found in top far left drawer next to the sink. Turn on remaining burners after ignition.
6. **Make Sausage Wraps** - Sausages and tortillas will be located in the refrigerator located along the south wall. Start with 1 pack (11) sausages at a time. Sausages are pre-cooked, so they only need to be heated thoroughly. Tortillas can be warmed in the microwave wrapped in paper towels. When sausages are ready, foil containers are available in top cabinets to transfer cooked sausages to prepping counter. Wrap sausages in warm tortillas and wrap in foil sheets. Place sausage wraps into warming tray until sold. Repeat as needed. *Once the lunch time rush has passed, limit the number of sausage wraps prepared so as not to have any remaining or an excess at the close of the day.*

7. **Make Hot Dogs** – Prepare hot dogs like sausage wraps. Hot dogs and buns will be located in the refrigerator located along the south wall. Cooked hot dogs can be placed in wrapped foil sheets and placed in warming tray (separated from sausage wraps). Chili Cheese Dogs can be ordered upon request. *Once lunch time has passed, limit the number of hot dogs prepared so as not to have any remaining or an excess at the close of the day.*
8. **Start Nachos** – Crock pot liners will be located in top cabinet along west wall. Place liner into large crock pot. Turn dial to “high”. Check refrigerator along south wall for an open nacho cheese can. Unopened nacho cheese cans will be located in top far left cabinet along west wall. Hand held can opener will be located in drawer. Open can and empty approximately 1/2 can into crock pot. Add small amounts of hot water to cheese and mix until smooth. Once heated, dial should be turned to “keep warm”. Occasionally mix cheese to keep from burning. Nacho trays will be located in top cabinet along west wall. Nacho chips will be located on shelf along south wall. Place chips and cheese in nacho trays. Jalapenos jar or plastic container should be available on concession stand window counter for self-service.
9. **Start Chili** – Crock pot liners will be located in top cabinet along west wall. Place liner into large crock pot. Turn dial to “high”. Check refrigerator along south wall for an open chili can. Unopened chili cans will be located in top far left cabinet along west wall. Hand held can opener will be located in drawer. Empty approximately 1/4 can into crock pot. Once heated, dial should be turned to “keep warm”. Occasionally mix chili to keep from burning.
10. **Drinks** – Gatorades, waters and sodas will be located in drink refrigerator. Drinks should be restocked as needed by pulling items to front and reloading to the back.
11. **Candy & Snacks** – Most candy and snacks will be located on wire display shelving unit. Chocolate candy will be located on top shelf of drink refrigerator. Remove chocolate candy from refrigerator and place on counter. *Note: If temperature is too hot, chocolate may melt so candy can be left in refrigerator and sold as needed.*
12. **Chips** – Chips will be located in the triple tier wire rack. Restock as necessary and place on concession window counter.
13. **Muffins/Granola Bars** – Muffins and granola bars will be located on wire display shelving unit or in refrigerator located along south wall. Remove and place on wire display shelving unit or on concession window counter.
14. **Pickles** - Remove container of pickles from refrigerator located along the south wall. Place on concession window counter. Use pickle sleeves for pickles sold. Provide serving utensil on counter for pickle jar.
15. **Condiments** – Remove condiments (mustard/ketchup/jalapeno jar) from refrigerator located along the south wall, and remove sugar packet container and creamer from top cabinet located on west wall. Place these items on concession window counter, along with coffee stirrers, napkin dispensers and small yellow trash can. Provide serving utensil on counter for jalapenos.
16. **Warming Trays** - Remove lid and the top of tray from base. Add approximately ½ inch of water to the base tray, replace top tray and lid. Turn warmer dial to approximately 200 to begin warming.

Note: Food service gloves should be worn for all hot food preparation. Dishes are available in top cabinets if any food items need to be heated in microwave. Utensils/can openers are available in drawers. Keep the concession stand clean throughout the shift. Empty garbage cans and dispose of empty cartons in dumpster as needed. **Unplug all appliances when not in use.**

Coffee Preparation Instructions

Hamilton Beach Coffee Urn -

1. Determine how many cups are required - fill the coffee urn with tap water to the required level.
2. Prepare the internal coffee holder basket by wetting it so that the coffee cannot slip through the holes.
3. Add the required amount of coffee into the basket. Approximate amounts are shown below:
 - 60 cups = 3.5 cups of coffee
 - 50 cups = 3 cups of coffee
 - 40 cups = 2.5 cups of coffee
 - 30 cups = 2 cups of coffee
 - 20 cups = 1.5 cups of coffee
4. Place the basket on top of the tube that leads to the pump, then hold and lower into the main body of the coffee urn until secure.
5. Twist the section until it locks into place.
6. Plug in to start.
7. Once the coffee urn is finished it will automatically switch to the keep warm mode and will stay ready to drink until it is unplugged.
8. Clean and repeat as needed - Do not put the base of the coffee urn in water.
9. Remove lid. Remove the top section by turning then lifting it out of machine. Wash the inside with warm soapy water and rinse thoroughly.