

HOME OF THE
ALONSO RAVENS



ALONSO HIGH SCHOOL

Concession Stand

Opening and Closing Procedures

2025 - 2026

Table of Contents

	<u>Page</u>
Safety	3
Opening Checklist	4
Opening Procedures	5
Food Preparation	7
Workstations	9
Closing Procedures	10
Closing Checklist	12



Booster Club Concession Managers:

Ann Lucas (Football Season)

813-965-6037

Kimberly Duran (at ticketing table)



Safety Protocol

- All adult volunteers must be an adult over the age of 18.
- Student volunteers must be Alonso students.
- No more than six student volunteers are allowed in the concession area at a time.
- **Students may NOT use hot cooking appliances.**
- All volunteers must wear closed toe shoes inside the concession stand.
- Volunteers handling food **MUST** wear gloves when assembling burgers and hot dogs.

NOTE: Do NOT wear gloves when working with the fryers or grills. Gloves could melt onto skin and cause injury.

- Two fire extinguishers are in the concession stand: one by the front door (**GREASE FIRE**) and one by the sink (**ALL OTHER**).
- Master Extinguisher for the fryers and grill is located near the front door. **PULL IMMEDIATELY IN THE EVENT OF A FIRE IN THE COOKING AREA.**
- Fire alarm is located by the front door and should be pulled immediately in event of a fire.

Opening Checklist

Openers (2): Should arrive 45 minutes before the game starts.

- ☐ Get the keys from Coach Ann on the football field.
- ☐ Turn the security alarm off if it is not already off before unlocking gates and concessions
- ☐ Turn on lights and fans.
- ☐ Plug in/Turn on equipment on
 - o Fryers
 - o Grill
 - o Warmer
 - o Warmer light for French fries
 - o Cheese warmer / dispenser
- ☐ Unlock all locks – Drink coolers, storage cabinets, and backroom storage
- ☐ Ensure cashiers have Square downloaded on their phones and can sign-in. It is the coach's decision to accept cash, no petty cash will be issued by the Booster Club.
 - o Username: alonsohsconcessions@gmail.com
 - o Password: Concessions2024

Volunteers: should arrive 30 minutes before the game starts

- ☐ Open the windows to allow for circulation
- ☐ Bring rubber mats in and place the red ones in front of the fryers and grill
- ☐ Wipe down all countertops and prep tables using paper towels and spray cleaner
 - o **Do NOT use any cleaning products on the grill top or on any cooking surface**
 - o Frying area, hot dog area, grill area, and warmer trays: wipe down with paper towels or bar towels and water.
- ☐ Condiment set-up – 2 tables - one table for home team / one table for visiting team. (See attached instructions)
- ☐ Candy Sign
- ☐ Cookies and chips set-up
- ☐ Portable drink cooler set-up (if needed)
- ☐ Hang the concessions pricing/open sign on white picket fence
- ☐ Setup workstations



Opening Procedures

GRILL PREP (JV & Varsity Football Only)

- ☐ Turn on overhead vents and lights.
- ☐ Check that drip pan is under grill.
- ☐ Turn on all three dials to HIGH – it will take about 10 minutes to heat up.
- ☐ Squirt water on grill with squirt bottle and use spatula to lightly clean the surface. (Water bottle is under grill)

☐ HOT DOG PREP (Football Only)

- ☐ Check the refrigerator and use any defrosted hot dogs first.
- ☐ Fill an aluminum pan halfway with water to defrost second package of hot dogs.
- ☐ Place frozen hot dogs in the water to defrost.
- ☐ Start with 1 box for varsity.

☐ FRYER PREP – see handout in binder for additional instructions, if needed. (Depending on the game, only one fryer may be needed.)

- ☐ Remove cover on fryers.
- ☐ Turn on fryer #1. (Near the sink) – Toggle the white switch under the fryer in cabinet.
- ☐ Turn on fryer #2. – Press on / off button. (Circle with vertical line) It will display “HEAT” then, once the temperature is ready for the fries, it will display “DROP”. This fryer takes longer to heat.
- ☐ Plug in French fry warming light and turn on.

☐ NACHO CHEESE MACHINE PREP - see handout in binder for additional instructions, if needed.

- ☐ Plug in nacho cheese machine and turn it on.
- ☐ Leave temperature settings where they are currently set.

☐ COFFEE / HOT CHOCOLATE PREP (seasonal)

- ☐ Plug in small Keuring coffee maker – for coffee, single serve
- ☐ Plug in tall coffee maker – for hot chocolate



☐ CONDIMENT SET-UP

- o Take the two folding tables from the back storage room and set up on both sides of the fence.
- o Place one on the home side and one on the visitor's side.
- o Clean / wipe down the tables.
- o Place condiments on the tables. Each table should have 2-3 ketchup bottles, 2 mustard bottles, relish bottle, napkin stands and salt and pepper packets.
- o If raining, just place condiments on the counter for customers to use.
- o If not a football game, just place condiments on the counter for customers to use.

☐ DRINKS

- o Coolers are on both ends of the concession stand for ease of use.
- o If it is a large football game, you can set up another drink selling station outside. Double check with the volunteer that they have the Square App uploaded to their phone and are signed in for sales.
- o If it is a large football game, the coach can make the decision for a cash-only drink line at the door.

☐ Chips/Cookies

- o Remove boxes from cabinets and fill display racks on both home and visitor sides.

☐ Candy

- o Candy is stored in small bins on the bottom of the home-side drink coolers.
- o Use the Candy sign to display the available assortment.



Food Preparation

All Food Should Be Ready to Serve Before the Game Begins

- Hamburgers / Cheeseburgers: 160 – 240 for varsity football games
 - To start, cook four boxes (160) for varsity. You may need to cook additional burgers as the game progresses.
 - Load prepped grill with frozen hamburgers to cook. Flip burgers when juice bubbles appear on burger. (Approximately three minutes.)
 - When hamburgers are done, the Grill Master will place burgers in a foil pan and place on the center table.
 - One person places foil sheets on the center counter.
 - The second person places a bun on each foil sheet.
 - The third person will then place the burger patty on the bun and a slice of cheese on the patty. ($\frac{3}{4}$ cheese, $\frac{1}{4}$ plain). Then place the bun top on.
 - All three people will wrap burgers in foil.
 - Place in Food Warmer – **TOP SHELF**
 - Cheeseburgers on the HOME side.
 - Hamburgers on the VISITOR side.
 - Cook as needed. *Remember, there will be a third quarter rush with the band students so make sure you have enough on hand. In the case of a large score differential, the clock will continue to run without stopping and the band will not get a break.*
- Hot Dogs: 60-100 for varsity football games
 - Start with any defrosted hot dogs in the refrigerator.
 - Place thawed hot dogs on the right side of the grill, lowering the temperature to medium.
 - Grill Master will place hot dogs in foil pan and place them on the center table.
 - One person places foil sheets on the counter.
 - The second person places a bun on each foil sheet.
 - The third person will place a hot dog inside each bun.
 - All three people will roll the hot dog in the foil and foil both ends over only once.
 - Place in warmer on visitor side on the lower shelf.



☐ French Fries

- o When the display panel says “DROP”, the temperature is ready to begin frying.
- o Fill baskets $\frac{3}{4}$ full of fries and lower into oil. It takes 3 $\frac{1}{2}$ minutes to cook French fries.
- o Push button (image of a fry basket) to start the timer. There are two baskets per fryer – one button for each basket.
- o When the timer beeps, press the button again to turn off the timer.
- o Remove basket from oil.
- o Allow fries to drain and then empty basket into bin under warming lights.
- o Season with salt.
- o Scoop fries into trays and store in warmer. (Bottom rack – home side)

☐ Nacho Cheese Machine - see handout in binder for additional instructions, if needed.

- o Open cheese bags are stored in the refrigerator while unopened bags are in the storage room.
- o If the cheese bag was in the refrigerator, place the bag of cheese in the microwave for one minute. Remove from microwave, squeeze bag to mix, microwave for another minute.
- o If the cheese bag was from the storage room (not the refrigerator), no microwave is necessary.
- o If the cheese bag is unopened, lift on the plastic ring and pull to remove.
- o There should be unused tubes in the cheese boxes. Screw on the tube to the cheese bag ensuring that it pierces the seal.
- o Open the dispenser door and position cheese bag with tube pointing down.
- o Open tube clamp by rotating counterclockwise.
- o Thread tube around circular dispenser from top to bottom.
- o Close clamp by rotating clockwise.
- o Close the door.
- o To disperse, press button 3 times. For more, press additional times.

☐ Pizzas

- o Check refrigerator for any thawed pizzas to use first.
- o Unwrap pizza and place on plate.
- o Microwave according to the directions on the box (approximately 1:00 – 1:30).



- Coffee
 - o Fill the water reservoir with bottle Kirkland Signature water, turn on the Keurig, place the cup on the drip tray, insert K-cup, select small cup size and press the brew button.
- Hot Chocolate
 - o Fill the water reservoir halfway with bottle Kirkland Signature water. Instant hot chocolate is in the cabinets. Mix about 1 packet per cup.



Workstations

Varsity Football: 10 – 12 People /Other Sports (limited cooking): 4 – 8 People

The following are mainly for football games but are applicable for all sports events. When things are hectic, the concession stand runs smoother when everyone has an assigned station.

- ☐ Grill Master (Adults ONLY)
 - o Does the grilling of the hamburgers and hot dogs.
 - o Can hand food from the warmers to the runners if not busy
- ☐ Fry Master (Adults ONLY)
 - o Two people needed if using both fryers.
 - o Operates the fryers.
- ☐ Top Cheese / Top Dog (Adults and Students)
 - o Operates the cheese machine to put cheese on fries and hot dogs as requested.
 - o Makes the nacho trays, puts cheese in the small well and places bag of chips in tray.
 - o **Only an adult may change the bag of cheese!**
- ☐ Window Salespeople (Adults and Students)
 - o Two to three people at the home window. One to two people at the visitor window.
 - o Cashiers can be adults or students that will use the Square app on their personal device.
- ☐ Food Runners (Adults and Students)
 - o Two adults between the grill and the warmer to take fries and food to the warmer or to other runners.
 - o Two student runners between the warmer and the windows to get food/drinks to the windows and to/from the nacho cheese machine.
 - o Only the runners should be moving up and down the aisles unless someone is restocking items.
- ☐ Drink Runners (Adults and Students)
 - o Two or three people standing by the drink coolers on the home side to retrieve and give drinks to the window salespeople.
 - o One or two people on the visitor's side to retrieve and give drinks to the window salespeople.
 - o Best to have one consistent runner per salesperson (work as team)
- ☐ Drink Door Master
 - o If needed, during halftime and 3rd quarter, an adult can sell drinks for cash from the door.



Closing Procedures

Cleanup and restocking should begin after the 3rd quarter for varsity football games and after halftime for all other sports. Please make sure all things are CLEANED and put back in its respective places. If not a \$200 cleaning fee will be charged to your team account.

☐ Grill – **BE CAREFUL**

- o Unplug and turn off the heat to all burners.
- o Use squirt bottles of water to wet down grill. The water will boil, so you may have to keep squirting more on.
- o Use a spatula to scrape off heavy grime into the drip pan. Check to make sure the drip pan is not getting too full. If it is, empty it into bucket under grill.
- o When the grill cools, use rough green side of sponge to get more residue off.
- o Empty grease pan into bucket under grill and wash the grease pan with soap and water.
- o When the grill cools, clean off all remaining residues.
- o When completely cool, pour some oil (about an 8-inch circle) on the surface and spread around completely. This keeps the grill from rusting.
- o Open packages of hot dogs must be placed inside Ziploc bag and put in the refrigerator.

☐ Fryers

- o Unplug and turn off fryer with white toggle switch underneath in cabinet on the older fryer and pressing button to off on the newer fryer.
- o Skim grease using metal strainer with handle. Remove any fries / debris still left in fryer.
- o Replace cover on top when cooled.
- o Wipe down surrounding areas, but don't spray any cleaner near the oil.
- o Wash fry baskets and then cover with aluminum foil and set on table near warming light.

☐ Drink Coolers

- o Replace drinks from any portable coolers that were used, back into drink coolers.
- o Follow labels on coolers for bottle placement.

☐ Nacho Cheese Machine

- o Unplug and remove cheese bag from machine.
- o Wrap ends of tube with foil and place in refrigerator.

☐ Warmer

- o Turn off and unplug all warmers.



- ☐ Coffee Makers
 - Unplug and turn off.
 - Pour out any water, then wipe down machines.

- ☐ Condiments
 - Wipe spills off bottles and put all opened containers in the refrigerator.
 - Wipe down tables and napkin holders and put in back storage room.

- ☐ Candy / Chips / Cookies
 - Place candy back in cooler
 - Place cookies and chips back in the cabinets.



Closing Checklist

☐ **Turn Off and UNPLUG All Equipment**

- ☐ Fryers
- ☐ Grill
- ☐ Warmer
- ☐ Nacho Cheese Machine
- ☐ Coffee Makers

☐ **Clean Equipment**

- ☐ Fryers – Oil Skimmed, Baskets Cleaned and Covered with Foil
- ☐ Grill – Cleaned and Oiled
- ☐ Grease Pan Emptied into labeled bucket, Washed, and Replaced
- ☐ Lights and Vents Turned Off
- ☐ Warmer – Wipe Down with Wet Paper Towel
- ☐ Nacho Cheese Machine Cleaned – Foil on Ends of Tube, Tube Turned Up to Avoid Leaking
- ☐ Coffee Makers Wiped Down

☐ **Put away Remaining Food in Designated Areas**

☐ **General Cleaning**

- ☐ Wipe Down All Counters and Tables
- ☐ Utensils and Fry Baskets Cleaned, Dried, and Covered
- ☐ Sink Cleaned
- ☐ Floor Swept – Especially Under Mats and Around Fry Area
- ☐ Mats Pulled Outside and Sprayed with Degreaser
- ☐ Floors Sprayed with Degreaser and Mopped

☐ **Stock Room**

- ☐ Refrigerator Closed
- ☐ Freezer Closed
- ☐ Lights Off

☐ **Windows Closed and Latched**

☐ **Garbage**

- ☐ Bags Tied and Placed Outside (Garbage Cans Remain Inside)

☐ **ALL LOCKS ARE SECURED** – Cabinets, Back Room, Side Stock Room, and Drink Coolers

☐ **Lights and Fans Turned Off**

☐ **Notify Alonso Admin when you are leaving. Return keys to Coach Ann on the Football Field.**