



# ALONSO HIGH SCHOOL

## Concession Stand Opening and Closing Procedures 2019-2020

**All volunteers must complete the Y.E.S. volunteer application with Hillsborough County.**

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ONE OF THE  
GREATEST GIFTS  
YOU CAN GIVE IS  
YOUR TIME

#VOLUNTEER

Booster Club President:  
Mindy Murray: 813-817-6296

Booster Club Concession Managers:  
Coralee Traficante: 813-951-1879  
Wendy Sedlacek: 813-507-2682

Booster Club Concession Treasurer:  
Lisa Rodriguez: 813-758-2434



# Opening Checklist



## Opener/Closer

- ☐ Coordinate getting petty cash from Lisa Rodriguez at 813-758-2434
- ☐ Did you get the text from Mindy with the square app device code to accept credit cards at your event? Only download code on phone of person accepting credit card orders as square only allows one code per device.
- ☐ Turn off alarm (If needed-It will most likely be off.)
- ☐ Unlock stand
- ☐ Turn on lights and fans
- ☐ Turn on Equipment
  - ☐ Fryers
  - ☐ Grill
  - ☐ Warmer
- ☐ Plug in/turn on:
  - ☐ Warmer light for French Fries
  - ☐ Hot Dog Steamer
  - ☐ Chili and Cheese warmers
- ☐ Unlock all locks – Pepsi coolers, cabinets, and back storage room
- ☐ Open Cash Registers- Verify money (2 people must verify)

## Volunteers

- ☐ Open the windows to allow for circulation
- ☐ Wipe down counter tops and prep tables (with paper towels)
- ☐ Work Station Prep/Set up
  - ☐ French Fries
  - ☐ Hamburger
  - ☐ Hot Dog Steamer
  - ☐ Chili and Cheese Warmers
- ☐ Make coffee and hot water for Hot Chocolate (Seasonal)
- ☐ Condiment Set up – 2 tables (one for Home team/one for Visitors)
- ☐ Candy Set up
- ☐ Cookies and Chips Set up
- ☐ Portable drink cooler Set up (If needed)

# Opening Procedures

- Unlock all locks – Cabinets under the counters, back room, and Pepsi coolers.
- Open all windows to allow for air circulation. (Open half way until ready to begin serving.)
- Flip switches on fans on both ends of room.
- Wipe down all countertops and prep tables.
  - **DO NOT** use any cleaning products on grill top or any cooking surface, just edges, counters and tables.
  - Frying area, hot dog area, grill area – use paper towels and/or bar towels and appropriate cleaning items only.
  - Warmer box – Wipe down trays with water only.
- **Grill Prep**
  - 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 surface. (Water is in bottles under grill.)
  - Wipe down with paper towels.
  - Lightly re-oil surface and spread it around. The oil keeps it from rusting.
- **Hot Dog Steamer**
  - Plug in hot dog steamer.
  - Fill coffee pot to pour hot water to about 1 inch above the holes in steamer basket.
  - Turn on **HIGH**.



## Opening Procedures, continued

- **Fryer Prep**

*(Depending on the game, only one fryer may be needed.)*

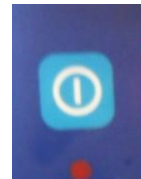
- Remove cover on fryers.
- Turn on Fryer #1 (near sink.) – Toggle the white switch (A) under fryer in cabinet.
- Push On/Off Button (B). It will read **HEAT** then **DROP** when temp is ready for fries. This fryer takes longer to heat.



**B**



- Fryer #2: Push On/Off button. →



- **Plug in French Fry Warming Light and turn on.**
- **Plug in the Warmer and turn on.**
- **Nacho/Chili Machines** - Plug in Nacho Cheese and Chili machines and turn on. Leave temperatures where they are currently set.
- **Coffee machine – Plug in.**

## Opening Procedures, continued

- **Condiment Set Up**

- Take the three folding tables from back room and set up on both sides of the fence. Place two on the home side/one on visitor side. Wipe down.
- Clean the tables.
- Cover with tent from side storage area if raining.
- Place condiments on table.
  - 2-3 Ketchup, 2 Mustard, Relish packets, Sugars, creamer
  - Napkin stands, coffee stirrers, salt, pepper

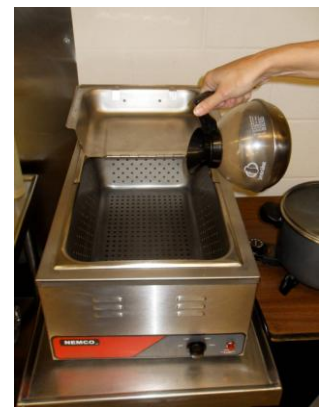


- **Drinks** - Coolers are on both ends of the concession stand for ease of use. If it's a large football game and someone from Boosters is manning a table outside, you can set up another drink selling station outside and give someone a orange money belt (located under the first counter cabinet) to sell just drinks.

# Food Preparation

*(All food should be ready to serve before games begins.)*

- **Hamburger/Cheeseburger** - 200-300 for varsity football games
  - To start, cook 2 boxes (160) for Varsity and 1 box (80) for JV.
  - Load grill with frozen hamburgers to cook. Flip burgers when juice bubbles appear on burger. (Approximately 3 minutes.)
  - When hamburgers are done, one person places foil sheets on center counters and a second person puts a bun on each opened sheets.
  - Grill master places patty on buns.
  - A third places cheese on one side (  $\frac{3}{4}$  cheese,  $\frac{1}{4}$  plain).
  - Place hamburger on side with cheese, cover.
  - Wrap hamburger/cheeseburger in foil .
  - Place in Warmer –**Top Shelf**.
    - Cheeseburgers on the **HOME** side.
    - Hamburgers on the **VISITOR** side.
  - Cook as needed, remember there will be a 3<sup>rd</sup> quarter rush with the bands so make sure you have enough on hand.
- **Hot Dogs** - 150 – 200 for varsity football
  - Use coffee pot to pour hot water to about 1 inch above the holes in steamer basket.
  - Turn on **high**, place hot dogs in water – one box (80) for JV football, two (160) for varsity. Cook only one box at a time. Other events cook on grill.
  - **Takes about ½ hour for one box to heat up.**  
When hot dogs are hot, lower temperature to **low**.
  - Shallow pan can be used after cooking to keep hot dogs warm before wrapping.
  - Steamer gets very hot – use pads to open lid.
  - Same as hamburger prep – foil-bun-wrap.
  - Do not twist the ends of the foil, roll hotdog, turn ends over once only.
  - Place in Warmer on Visitor side lower shelf.



## Food Preparation, continued

- **French Fries**

- When panel says DROP, the temperature is ready to fry.
- Fill baskets  $\frac{3}{4}$  full with fries and drop into oil. It takes 3  $\frac{1}{2}$  minutes to cook French fries.
- Push button (C) to start the timer. (There are two baskets per fryer – one button for each basket.)



- When timer beeps, push (C) to turn off timer, remove basket.
- Allow fries to drain and then empty basket into bin under warming lights.
- Season with salt.
- Scoop and empty into paper baskets. Store cooked fries in ***Warmer on bottom rack – Home side.***

- **Nacho/Chili Machines**

- Cheese and chili bags are stored in the refrigerator or in Stock Room.
- Place bag of chili or cheese in microwave. Warm for one minute, squeeze the bag and warm for another minute.
- Thread tube around spout.
- To disburse, press button 3 times. For more, press additional times.



## Food Preparation, continued

- **Chicken Tenders** -Varsity Games – 3 to 5 boxes/Jr. Varsity – 1 to 2 boxes
  - Fryers used for French Fries are used to cook the chicken tenders. We are going to try to keep fryer closest to the grill as our chicken fryer. You will see the timer sitting on table with warming lamp.
  - When panel says DROP, the temperature is ready to fry.
  - Fill basket half way (*no more than 10 Pieces* at a time) and drop into oil. Cook for 5 minutes.
    - For smaller numbers of tenders (3-4), cook for 4 ½ minutes
  - Set timer on the side of the fryer for 5 minutes for 10 tenders or 4 ½ minutes for smaller number of tenders.
  - Remove basket and allow tenders to drain and then empty the basket into the tray under the heating lights.
  - Put **2** tenders in paper baskets. Store cooked tenders in warmer on the bottom rack - ***Visitors Side.***

## Food Preparation, continued

- **Candy / Chip / Cookie Set Up**

- Candy is stored in the cabinets under windows and chocolate candy in the refrigerator.
- Place in blue and red racks. (Home and Visitors sides)
- Chips and cookies are placed on the tables.
- Store candy in plastic bins.



- **Coffee** - Put in filter in smaller coffee pot. Use 6 scoops of coffee for 12 cups. Pour in 12 cups of water and turn on.
- **Hot Chocolate (Winter Season only)** - Place large coffee pot under spout area. Fill half way. Instant hot chocolate is in the cabinets. Mix about 2 spoonfuls per 8 oz. cup.

# Work Stations

Varsity Football 18 – 20 people

JV Football 10-12 people

Winter and Spring Sports 4-8 people

- The following are mainly for football, but are applicable for all sports. When things are hectic, the concession stand runs smoother when everyone has a station.
  - Grill Master
    - Does the grilling of hamburgers
    - Can hand food from warmers to runners if not busy
  - Fry Guy or Gal (2 people needed if using both fryers)
    - Operates the fryers
    - May have another person doing the serving and placing fries/chicken fingers in warmer
  - Drink Dippers
    - One or two people standing by the Pepsi coolers – giving then to window operators
    - One person by the visitor sides to hand out drinks
  - Window Watchers
    - Should only be manned by people handling money and making change
    - 2 people at each window to take/fill orders and handle cash
    - Asks for food and drinks – let the runners get them for you
  - Runners
    - One person between the grill and warmer to take fries and food to the warmer or to other runners
    - Two runners between the warmer and windows to get food/ drink to windows and to from the nacho/chili machines
    - Only the runners should be moving up and down the aisles unless someone is restocking items
  - Top Cheese/Top Dog
    - Operates the cheese and chili machines and mans the hot dog steamer
    - Put cheese/chili on fries/hot dogs as requested
    - Makes the nacho trays, puts cheese in small well and keep nachos in bag. It's quicker that way during football games.
  - Drink Door Man / Lady
    - During half time and 3<sup>rd</sup> quarter someone can sell drinks from the door 11

# Closing Procedures

*Cleanup and restocking should begin after the third quarter for varsity football and after halftime for all other sports.*

## – Grill

- Turn off the heat to all burners.
- Use squirt bottles of water to wet down grill . The water will boil, so you may have to keep squirting more on.
- Use the 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 into bucket.
- When the grill cools, use a green scratchy side of the sponge to get more residue off. BE CAREFUL.
- Empty the grease pan into the bucket under the grill and wash the grease pan with soap and water.
- When grill cools, clean off all remaining residue.
- When completely cool, pour some oil on surface and spread around completely. This keeps the grill from rusting.

## – Fryers

- Turn off fryer with white switch underneath in cabinet (old fryer) ,and turning to OFF on digital display (new fryer).
- Skim grease using metal strainer with handle.
- Replace cover on the top when cooled.
- Wipe down surrounding areas, but don't spray Grease Lightning near oil.

## – Hot Dog Steamer

- Turn off the steamer.
- Let it cool. – Take out basket and lid to wash with soapy water, rinse, dry.
- Unplug steamer and **very carefully** carry to sink area and dump out water.
- Clean with soapy water and rinse completely-- DO NOT SUBMERGE.

## – Drink Cases

- Replace drinks from any portable coolers into Pepsi coolers.
- Restock Pepsi coolers from side storage room so coolers are filled for next game.
- Follow labels on coolers for can placement.

## – Turn off and Unplug Nacho Cheese, Chili and Coffee Makers and Warmer

- Take cheese and chili out of machines. Put foil on ends of tubes and place in refrigerator.
- Wipe down all surfaces.
- Wash coffee pots, empty coffee grounds.

# Closing Procedures, continued

## - Condiments

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

## — Candy, Cookies, Chips

- Put candy in plastic containers and place in cabinets.
- Store chocolate candy in refrigerator or cooler.
- Place cookies and chips in cabinets.

## — Wash Utensils and Containers

- Make sure drip pan is emptied into grease container before washing, dry, and put back.
- Wash all pans, utensils, fry baskets, fry holder pans, dry and put back.
- Cover fry baskets with foil and set on table by warming light.
- Utensils put in covered container under center counters.
- Put foil over top of clean coffee pots.

## — General Cleanup

- Wipe down all surfaces, use cleaner and paper towels.
- Sweep the floor- especially by fryer and under mats.
- Mop greasy area around fryers and grill. Use Greased Lightning if needed. Move mats outside and spray with degreaser.
- Tie all garbage bags and place outside of concession door. (Leave empty garbage *cans* *inside* of concessions).
- Refill napkin dispensers

## — Money

- Opener/Closer will take money and count with another person.
- Count out original cash bank and set aside.
- Count out rest of money, fill out **Statement of Receipt form** and have two people sign it.
- Opener/Closer must return bank and deposit to AHSBC Treasurer within 24 hours of event.

## — Lock Up Opener/Closer

- Opener/Closer will lock all locks – coolers, cabinets, and doors.
- Check all burners and equipment to make sure they are off.
- Turn on light timer to 30 minutes before shutting off all lights.
- Keep fan on the visitor side wall **ON** when you leave. This circulates the air in room at all times.
- Lock outside doors.
- If you are the last to leave, turn alarm back on.



## Closing Checklist



- ☐ Turn off all Equipment
  - ☐ Fryers
  - ☐ Grill
  - ☐ Warmer
  - ☐ Hot Dog Steamer
  - ☐ Chili and Cheese warmers
  - ☐ Coffee maker and hot water maker
- ☐ Clean Equipment
  - ☐ Fryers – Oil skimmed, baskets cleaned and covered with foil
  - ☐ Grill-Cleaned and oiled
    - ☐ Grease pan emptied, washed, and replaced
    - ☐ Lights and vent turned off
  - ☐ Warmer- Wipe down with wet paper towel
  - ☐ Hot Dog Steamer
  - ☐ Chili and Cheese warmers cleaned, foil on ends of tubes, tubes turned up to avoid leaking
  - ☐ Coffee maker and hot water maker-foil over top of pots
- ☐ Food – Remaining food is put away in designated area
- ☐ General Cleaning
  - ☐ Wipe down all counters and tables
  - ☐ Utensils and fry baskets cleaned, dried, and covered
  - ☐ Sink cleaned
  - ☐ Floors swept-especially under mats and fry area
  - ☐ Mats, floors, sprayed with degreaser and mopped and pulled outside
- ☐ Stock Rooms
  - ☐ Refrigerator closed
  - ☐ Freezer closed
  - ☐ Lights off
  - ☐ Doors locked
- ☐ Restocked drink coolers
- ☐ Windows closed and locked
- ☐ Cash Registers- Verify money (2 people must verify)/Receipt completed
- ☐ Garbage bags tied and placed outside. (Garbage cans remain inside.)
- ☐ ALL LOCKS ARE SECURED – cabinets, back room, stock room, and drink coolers
- ☐ Inside lights turned off – Leave Outside lights on
- ☐ Alarm set if last to leave – if needed.

# Safety

- All volunteers handling money and cooking must be an adult over the age of 18 (No students in these areas).
- Volunteers must wear closed toe shoes inside the concession stand
- Volunteers handling food (food prep) *must* wear gloves

**NOTE:** Do NOT wear gloves when working with the fryers or grill. Gloves could melt onto skin

- Two fire extinguishers are in the concession stand: One by the front door and sink
- Master Extinguisher for the fryers and grill is located near front door. *Pull immediately in the event of a fire in cooking area*
- Fire Alarm is located by the front door and should be *pulled immediately in the event of a fire*
- Closers can ask a Sheriff to escort them to their car when in possession of petty cash