



ALONSO HIGH SCHOOL

Concession Stand

Opening and Closing Procedures

2022 – 2023

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

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Opening Checklist



Opener / Closer

- Find Alonso Admin that will unlock gates / concession stand
- Turn on lights and floor fan
- Turn on equipment
 - Fryers
 - Grill
 - Warmer
- Plug-in / turn on:
 - Warmer light for French fries
 - Hot dog steamer
 - Cheese warmer / dispenser
- Unlock all locks – Drink coolers, storage cabinets, and backroom storage
- Ensure cashers have *Square* downloaded on their phones and can sign-in.

Volunteers

- Open the windows to allow for circulation
- Wipe down all countertops and prep tables using paper towels and water.
 - Do **NOT** use any cleaning products on the grill top or on any cleaning surface, only on edges, counters, and tables.
 - Frying area, hot dog area, grill area, and warmer trays: wipe down with paper towels or bar towels and water.
- Workstation prep / set-up
 - Fryer for French Fries (see attached instructions)
 - Grill for Burgers (see attached instructions)
 - Hot Dog Steamer (see attached instructions)
 - Nacho Cheese Warmer (see attached instructions)
- Stock drink coolers
- Make coffee and hot chocolate (seasonal)
- Condiment set-up – 2 tables - one table for home team / one table for visiting team. (See attached instructions)
- Candy set-up
- Cookies and chips set-up
- Portable drink cooler set-up (if needed)
- Display concession pricing signs



Opening Procedures



➤ **GRILL PREP (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)
- Wipe down with paper towels.
- Lightly re-oil surface and spread it around. The oil keeps the surface from rusting.

➤ **HOT DOG STEAMER PREP (Football Only)**

- Plug in hot dog steamer.
- Fill steamer basket with hot water about one inch above the holes. You can use the coffee pot to get hot water.
- Turn on **HIGH**.

➤ **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 on.
- Leave temperature settings where they are currently set.

➤ **COFFEE / HOT CHOCOLATE PREP**

- Small black coffee maker – coffee
- Tall coffee maker – hot chocolate



Opening Procedures Continued



➤ **CONDIMENT SET-UP (Football Only)**

- Take the three folding tables from the back storage room and set up on both sides of the fence. Place two on the home side and one on the visitor's side.
- Clean / wipe down the tables.
- Place condiments on the tables. Each table should have 2-3 ketchup bottles, 2 mustard bottles, relish packets, napkin stands and salt and pepper. (If serving coffee, also include sugar packets, creamer, and coffee stirrers.)
- If raining, there is a canopy tent in the side storage room. You can use it to cover the tables.
- **If non-football game, just place condiments on counter for customers to use.**

➤ **DRINKS**

- Coolers are on both ends of the concession stand for ease of use.
- If it is a large football game and a someone from Boosters is manning a table outside, 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.



Food Preparation



All Food Should Be Ready to Serve Before the Game Begins

- **Hamburgers / Cheeseburgers:** 200 – 300 for varsity football games
 - To start, cook two boxes (160) for varsity and one box (80) for junior 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, one person places foil sheets on center counter and a second person places a bun on each foil sheet.
 - Grill master will then place the burger patty on the bun.
 - The third person will then place a slice of cheese on the patty. ($\frac{3}{4}$ cheese, $\frac{1}{4}$ plain)
 - Then place the bun top on.
 - Wrap hamburger / cheeseburger 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.

- **Hot Dogs:** 150 – 200 for varsity football games
 - Fill steamer basket with hot water about one inch above the holes. You can use the coffee pot to get hot water.
 - Turn on **high**. Place hot dogs in water. One box (80) for JV games, two boxes (160) for varsity games. Only cook one box at a time.
 - It will take about 30 minutes for one box of hot dogs to heat up.
 - When the hot dogs are hot, lower the temperature to **low**.
 - **Caution:** the steamer gets very hot. Use pads to open lid.
 - An aluminum pan can be used to place the hot dogs in before wrapping.
 - Same as hamburger prep: foil – bun – wrap.
 - Do not twist the ends of the foil wrap.
 - Roll the hot dog in the foil and foil both ends over only once.
 - Place in warmer on visitor side on the lower shelf.
 - Games other than football: hot dogs can be cooked on the grill.

- **Candy / Chips / Cookies**
 - Candy is stored in the labeled cabinets under the windows and chocolate is in the refrigerator.
 - Place candy / chips / and cookies in blue and red racks to display.



Food Preparation Continued



➤ **French Fries**

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

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

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

➤ **Coffee**

- Put filter in smaller coffee pot. Use 6 scoops of coffee for 12 cups of water. Pour in 12 cups of water and turn on.

➤ **Hot Chocolate**

- Place large coffee pot under waterspout. Fill halfway. Instant hot chocolate is in the cabinets. Mix about 2 spoonfuls per 8 oz water. Stir.



Work Stations



Varsity Football: 10 – 12 People
Junior Varsity Football: 8 – 10 People
Winter and Spring Sports: 4 – 8 People

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

❖ **Grill Master (Adults ONLY)**

- Does the grilling of the hamburgers
- Can hand food from the warmers to the runners if not busy.

❖ **Fry Master (Adulty ONLY)**

- Two people needed if using both fryers.
- Operates the fryers.
- May have another person doing the serving and placing fries in the warmer.

❖ **Drink Dippers (Adults and Students)**

- One or two people standing by the drink coolers on the home side to retrieve and give drinks to the window watchers.
- One person on the visitor's side to retrieve and give drinks to the window watcher.

❖ **Window Watcher (Adults and Students)**

- Two people at each window to take / fill orders.
- Cashiers are adults only, but one student can work with one adult.
- Asks for food and drinks from the runners.

❖ **Runners (Adults and Students)**

- One person between the grill and the warmer to take fries and food to the warmer or to other runners.
- Two runners between the warmer and the windows to get food / drinks to the windows and to and from the nacho cheese machine.
- Only the runners should be moving up and down the aisles unless someone is restocking items.

❖ **Top Cheese / Top Dog (Adults and Students)**

- Operates the cheese machine and mans the hot dog steamer.
- Puts cheese on fries and hot dogs as requested.
- Makes the nacho trays, puts cheese in small well and keeps nachos in bag.

❖ **Drink Door Master**

- If needed, during halftime and 3rd quarter, someone can sell drinks 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. Ask Admin to open storage room if more supplies are needed.

➤ **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 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 under grill.
- When the grill cools, use rough green side of sponge to get more residue off. BE CAREFUL
- Empty grease pan into bucket under grill and wash the grease pan with soap and water.
- When the grill cools, clean off all remaining residue.
- When completely cool, pour some oil on the surface and spread around completely. This keeps the grill from rusting.

➤ **Fryers**

- Turn off fryer with white toggle switch underneath in cabinet on the older fryer and pressing button to off on the newer fryer.
- Skim grease using metal strainer with handle. Remove any fries / debris still left in fryer.
- Replace cover on top when cooled.
- Wipe down surrounding areas, but don't spray any cleaner near the oil.

➤ **Hot Dog Steamer**

- Turn off the steamer.
- Let it cool. Take out the basket and lid to wash with soapy water, rinse, and 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 Coolers**

- Replace drinks from any portable coolers that were used, back into drink coolers.
- Restock drink coolers from the side storage room so that coolers are filled for the next event. Use key labeled "STORAGE".
- Follow labels on coolers for can placement.

➤ **Nacho Cheese Machine**

- Take cheese bag out of machine. Wrap ends of tube with foil and place in refrigerator.

➤ **Warmer**

- Turn off and unplug all warmers.

➤ **Coffee Makers**

- Wash coffee pots and empty coffee grounds. Unplug.



Closing Procedures Continued



➤ **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 or cabinet.
- Place cookies and chips back in cabinet.

➤ **Wash Utensils and Containers**

- Make sure dip pan is emptied into grease container. Wash, dry, and place back.
- Wash all pans, utensils, fry baskets, fry holder pans, dry and put back.
- Cover fry baskets with foil and set on table near warming light.
- Place utensils in covered container under center counters.

➤ **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. Move mats outside and spray with degreaser.
- Tie all garbage bags and place outside of concession door. Leave empty garbage cans *inside* of concessions.
- Wipe down sinks.
- Refill napkin dispensers, if needed.

➤ **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.
- Let admin know you are leaving.



Closing Checklist



- Turn Off All Equipment
 - Fryers
 - Grill
 - Warmer
 - Hot Dog Steamer
 - Nacho Cheese Machine
 - Coffee Makers
- Clean Equipment
 - Fryers – Oil Skimmed, Baskets Cleaned and Covered with Foil
 - Grill – Cleaned and Oiled
 - Grease Pan Emptied, Washed, and Replaced
 - Lights and Vents Turned Off
 - Warmer – Wipe Down with Wet Paper Towel
 - Hot Dog Steamer Cleaned
 - Nacho Cheese Machine Cleaned – Foil on Ends of Tube, Tubes Turned Up to Avoid Leaking
 - Coffee Maker Cleaned
- 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 and Floors Sprayed with Degreaser and Mopped and Pulled Outside
- Stock Room
 - Refrigerator Closed
 - Freezer Closed
 - Lights Off
 - Doors Locked
- Restock Drink Coolers
- Windows Closed and Latched
- Garbage Bags Tied and Placed Outside (Garbage Cans Remain Inside)
- ALL LOCKS ARE SECURED – Cabinets, Back Room, Stock Room, and Drink Coolers
- Lights Turned Off
- Leave Concession Keys with Admin at the End of the Night



Safety Protocol



All volunteers must be an adult over the age of 18. (With the exception of student volunteers.)

- No more than three student volunteers are allowed in the concession area at a time. Students may **NOT** use hot cooking appliances.
- All volunteers must wear closed top shoes inside the concession stand.
- Volunteers handling food **MUST** wear gloves.
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 and one by the sink.
- 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.
- Please notify admin or the sheriff when you are finished with your shift.