

## Concession Guidelines

### Pre-Game

1. Pick-up cashbox. Get key for bldg. & bottom cupboard from Mrs. G.
2. Set up after school. The group is responsible for setting up tables and putting out concession items.
3. Candy will be ready for the group. Some things will be on the table in the cafeteria, the remainder of the items will be in the bottom section of the brown cabinet. Small appliances, extension cords, paper products, etc. are located in the cabinet.
4. Popcorn instructions on machine.
5. Post price sheets.

### After-Game

1. Return all concession items to the bottom part of the cabinet. **Do not** leave things on the table. Inventory will be taken the following morning.
2. Clean and dry all items used for food preparation.
3. Clean popcorn machine thoroughly.
4. Wipe clean the pop dispenser and nacho machine.
5. Clean tables and serving area.
6. Clean up chairs and tables.
7. Sweep floor, then Norm may wash floor.
8. Put tables and chairs back in place.
9. Return cash box to office.
10. Empty trashcans and put in new liners. Take trash to dumpster.

### Special Notes

1. **EVERYONE MUST WASH THEIR HANDS WITH SOAP AND WATER BEFORE HELPING WITH CONCESSIONS.**
2. **WEAR GLOVES** if you are handing or serving food items.
3. Keep hot foods hot. Use the food thermometer to test food. Initial cooking must come up to 165°. Holding temperature is 145°. Adjust temperature as needed. Check temperature periodically.
4. There must be an adult in the concession area at all times.
5. Keep eating area clean throughout the evening.
6. Concessions need to stay at the counter. The whole kitchen is not for concession use, neither are kitchen utensils. Special situations? Talk to Barb or Nancy.
7. When using kitchen items, wash, rinse, and put in sanitizing solution (instructions by back sink).
8. Crock pots are not designed for cooking foods but rather for holding (warming).
9. Do not allow horseplay in the cafeteria. Contact the administrator in charge if there are problems.
10. Make sure everything is cleaned up and put away!!!