

# Soccer Concessions Instructions

Thank you for fulfilling your one required shift in our concessions stand this season! There are several moving parts in opening, closing and working the concession stand. Please read below for details. Health and safety is of particular concern this season so please do everything possible to make people feel comfortable purchasing concessions items. In addition, be aware that we share the concessions stand with both Lacrosse and Track & Field in the spring and it is important that we never borrow any food or paper goods from their supplies! If you have any questions, please call/text Terri Ellsworth (JV Rep) 678-777-1256 or Melissa Pumpian (Varsity Rep) 404-441-6609.

## Opening:

- 1. Remove the door key from the lock box.** The lock box code is 2157. Replace the key after unlocking the door and close the box.
- 2. Wash your hands as soon as you enter and put on gloves.** Gloves are located on the shelves above the sink labeled SOCCER and must be worn at all times. Hand sanitizer is also available and should be used frequently.
- 3. Turn on the food warmer.** The warmer with the purple control panel is located immediately on the left as you enter. Simply turn the switch to the ON position. This will be used for keeping hot dogs/popcorn warm after they are cooked.
- 4. Start boiling water for the hot dogs.** Hot dogs are located in the upright fridge in the back room. They are labeled SOCCER. Begin with cooking one package hotdogs prior to the first game. Once cooked, place in provided buns, wrap completely in foil (located on the shelves labeled SOCCER above the sink) and place in warmer. Buns are located on the shelves or in the fridge. Condiments are in the fridge, also labeled SOCCER and should be placed on the service counter. Due to current health and safety concerns, Walton admin has requested that only one person assembles hotdogs from start to finish!
- 5. Set out candy/chips/popcorn.** The metal cabinet with all the candy and chips is located in the back room, on the right, behind the door. The lock code is 1819. Place all these items on the wire shelf behind the service window. Make sure all items available are represented on the display shelves!
- 6. Raise the service window.** Rotate the two knobs in bottom corners to the 'Unlocked' position and 'roll' the window up by attaching the long pole to the hook on the upper right hand side of the window and turning.
- 7. Wipe the counter and set out price signs/napkins/hand sanitizer.** These things are all located on the shelves labeled SOCCER above the sink.
- 8. Unlock the drink cooler.** Our cooler is next to the microwave and labeled SOCCER. The lock code is 18191.
- 9. Pop Popcorn.** Start with 2-3 bags. The microwave has a POPCORN button which pops it pretty perfectly in 2 minutes. Keep 1-2 bags popped at all times but pop on demand if possible to give people fresh popcorn and eliminate waste. They can also be kept in the food warmer to stay warm.
- 10. Plug in the Chick-fil-A warming bag when it is delivered by the volunteer.** When the CFA runs out that's all we have for the night! Text Melissa if this happens early in the evening so we will know to adjust the order for the next game night.
- 11. On cold nights, make one pot of coffee and warm some water in the electric kettle for hot chocolate.** Coffee grounds and hot chocolate packs are located in the metal cabinet in the back room and filters/cups/lids/spoons/sweeteners, etc. are on the shelves labeled SOCCER over the sink. Use 6 heaping tablespoons per pot of coffee. For hot chocolate orders, pour approx. 8oz hot water into a cup and give the customer a powder packet and plastic spoon to mix it themselves.
- 12. Keep the cashbox on the back counter.** The cashbox will be delivered at the start of, or prior to, the first game each night by a concessions co-chair or a designated representative
- 13. Unlock the bathroom doors.** This may already be done but, if not, the code is 2 & 4 together, then 3.

## During:

1<sup>st</sup> Shift: Please replenish as needed. It is important that when your shift is over, you have left the 2<sup>nd</sup> shift enough food ready to sell. There should be a smooth transition between games.

2<sup>nd</sup> Shift: Please replenish as needed but after halftime do not make any additional food. With 10 minutes left in the game, any remaining hot food (hotdogs, popcorn, CFA) can be sold at half price. Please ask the volunteer in the booth to announce this over the loudspeaker.

# Concessions Instructions (con't)

## Closing:

**Turn OFF** food warmer, stove, coffee maker and electric kettle.

**Wash** all utensil, pans, pots, kettles, etc. that you used and put away.

**Wipe down** all counters.

**Sweep** the floor. **Empty** the trash and leave bag near one of the outdoor cans.

**Return** all perishable items back to the shelves marked SOCCER in the fridge .

**Return** all non-perishable items to the shelves marked SOCCER above the sink as applicable.

**Lock** the metal cabinet and drink cooler.

**Lower** the concession stand window and lock on both sides. The pole is located to the right of the window.

**Turn off** all fans/heaters/lights.

**Remove** the door key from the lock box (code is 2157), lock the door and then secure the key back in the lock box.

**Offer** any unsold hotdogs, popped popcorn and CFA to our players/coaches after the game.

**Send** a text to 678-777-1256 (Terri) or 404-441-6609 (Melissa) with any items that are running low, or are completely out so we can make an effort to replenish them before the next games.

**Return** the cashbox/bank bag /CFA warming bag to Jen Michaels (at the end of MJV games) or Melissa Pumpian (at the end of Varsity games).

## 2021 Health and Safety Protocols

- Prior to arrival at the facility, please self-screen for the following COVID-19 symptoms (cough, shortness of breath, fever, chills, muscle aches, sore throat, new loss of taste or smell, vomiting/diarrhea) and DO NOT come into the facility if you are ill or have been in direct contact with a known positive case.
- All volunteers will be required to wear a mask (covering both nose and mouth) in the concessions stand at all times.
- Please practice good hand washing/hand sanitizing upon arrival and as needed throughout your shift.
- Gloves will be provided and should be worn at all times when serving.
- No more than 3 volunteers will occupy the concessions stand at any time. Please do not bring more than one person to your shift.
- The concessions stand is large enough that there is plenty of room to observe physical distancing of more than 6ft. Please be respectful of your co-volunteer's desires regarding physical distancing!
- Please use the provided disinfecting wipes or cleaner to sanitize all high touch surfaces at the end of each shift.

This season it is especially important to #ReptheW... WEAR a mask, WASH your hands, WATCH your distance in our concessions stand so we can all stay healthy and WIN. Thank you so much for your part in making this a successful season for all of our student athletes!