



2022 Soccer Concessions Instructions



Thank you for being a part of our concessions/spirit wear sales committee this season! There are several moving parts in opening, closing and working the concession stand. Please read below for details. Health and safety continues to be 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 regarding concessions, please call/text Terri Ellsworth @ 678-777-1256 or Melissa Pumpian @ 404-441-6609. If you have any questions regarding a volunteer shift in the spirit wear kiosk, please call/text Maria MacInnis @ 803-215-7494.

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. The code for the lock on the fridge is 2122. Our hotdogs are labeled SOCCER. Begin with cooking one package of 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 the food warmer. Buns are labeled SOCCER and located on the shelves in the fridge. Condiments are in the fridge, also labeled SOCCER and should be placed on the service counter.
- 5. Set out candy/chips/popcorn/handwarmers.** The metal cabinet with all of our candy and chips is located in the back room, on the right, behind the door. The lock code is 1819. Place candy/chips on the wire shelf behind the service window. Make sure all candies available in this cabinet are represented for sale on the display shelves! Handwarmers can be placed on the service counter with the price sign.
- 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. Pre-popped bags can also be kept in the food warmer to stay warm.
- 10. When applicable, plug in the Chick-fil-A warming bag or place the pizza boxes in the warmer, when it is delivered.** When the CFA or pizza runs out that's all we have for the night! Text Melissa Pumpian 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 kettles for hot chocolate.** Coffee grounds, hot chocolate packets and 1-2 electric kettles are located in the metal cabinet in the back room and filters/cups/lids/spoons/sweeteners/creamer, 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 mix in one powder packet.
- 12. Keep the cashbox on the back counter and familiarize yourself with the Paypal payment option.** 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. Instructions for how to take payment for concessions items with Paypal are on one of the countertop signs.
- 13. Unlock the bathroom doors.** This may already be done but, if not, the code is 2 & 4 together, then 3.

During:

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

2nd 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.

(See page 2)

Concessions Instructions (con't.)

Closing:

Turn OFF food warmer, stove, coffee maker and electric kettle(s).

Wash utensils, pots and glass plate in microwave and put away. **Return** both electric kettles labeled SOCCER to the locked metal cabinet.

Wipe down all counters and the inside of the microwave.

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

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, drink cooler and fridge.

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

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 Melissa Pumpian (at the end of Varsity games) or the designated representative that has been communicated to you.

Turn off all fans/heaters/lights. Ceiling fan light switches are located on the wall next to the drink cooler next to the entrance door.

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, CFA or pizza to our players/coaches after the last game.

2022 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, stuffy/runny nose) and DO NOT come into the facility if you are ill.
- Per CCSD, mask wearing is strongly recommended.
- 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 working with/serving food.
- No more than 3 volunteers will be scheduled in the concessions stand at any time.
- 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!