



VARSITY FOOTBALL GAMES



VISITOR SIDE CONCESSIONS INSTRUCTIONS

Concession Lead(s) & Volunteers

➤ PROCEDURES:

- * ALL volunteers *MUST* wash hands immediately when entering concessions.
- * ALL cashiers *MUST* be Adults.
- * ALL volunteers *MUST* be over 16.
- * ALL volunteers *MUST* wear closed-toe shoes.
- * Long Hair *MUST* be pulled back into a ponytail.
- * ALL volunteers *MUST* wear gloves if handling food.
- * Cashier(s) *CANNOT* handle food. *ONLY* runners/helpers.
- * \$100 bills are *NOT* accepted. Cash & Credit Cards will be accepted.
- * Concession Lead(s) *MUST* bring a Sign-In sheet for volunteers to sign in/sign out. (to be given to WHS Concession Mgr at end of game *BEFORE* Lead leaves.)
- * Concession Lead(s) *MUST* work the whole game.
- * Concession Lead(s) *MUST* assign volunteer jobs. (Pre-assign Cashiers so they are ready for Credit Card Sales.)
- * Volunteers *DO NOT* need to purchase a Varsity Football game ticket. (Tell Ticket Workers "Working in Concessions")
- * Parking available by PAC and tennis courts. *DO NOT* park by the stadium.

1st Shift 5:50-8:00PM

- Concession Lead(s) arrive 1st. (Lead(s) may need to arrive early if game is busy - i.e. Lake Travis)
- Lead(s) to open side door (Code given at training)
- Lead(s) *MUST* text Concession Mgr when arrive
- Volunteers *MUST* arrive at **6:00pm**
- Plug in & turn ON all equipment
- Wipe ALL countertops with pink sanitizer
- Prepare candy/chips trays, condiments for all 3 windows. (Each window should have: drink samples, candy/chip tray, napkins & hand sanitizer)
- Chocolate trays stay in cooler if warm outside
- Set out condiment table to left of concession stand
- 6:15pm - Send runners for Chick-Fil-A, hot dogs, etc.
- Pizza will be delivered directly to visitor side
- 6:30pm - Cash & Credit Card to arrive (Cashiers must be present to accept cash)
- Mobile Water Cart - only if hot - Adult to run sales - CASH ONLY
- **Open at 6:30pm**
- Text Concession Mgr if running low on food / water/ cash. Allow a 10 minute window (Do *NOT* wait until out)

2nd Shift 7:50-10:15PM

- Volunteers *MUST* arrive at **7:50pm**
- Lead(s) *MUST* assign 2nd shift volunteers
- *KEEP* food replenished through mid-3rd Quarter (Subject to how busy stand is)
- Mobile Water Cart - close after half time (if using)
- **Close & Lock windows mid-4th Quarter** (Pull all display items inside stand)
- Turn off & unplug all equipment
- Clean all countertops with pink sanitizer
- Restock the coolers
- Wipe down popcorn machine if used
- Put candy/chips in bins
- Place chocolate trays in cooler
- Wipe condiment table & bring inside
- Put condiments in cooler
- Sweep floors & take trash out (leave by the side door)
- Text Concession Mgr while closing so cash trays and bags can be collected
- Turn off lights and shut all doors
- Bring Volunteer Sign-In sheet & Chick-Fil-A warmer (if used) back to home side

POPCORN INSTRUCTIONS

RECIPE

- 14 OUNCES POPCORN
- 4.5 OUNCES OIL
- 1 TABLESPOON FLAVACOL

CLEAN UP

1. SHUT OFF popcorn machine at the beginning of 4th quarter to allow to cool down.
2. Once kettle is cool, WIPE outside of kettle with a clean soft cloth. Do NOT EVER use oven cleaners, windex, glass cleaner, stainless steel cleaner! ONLY WATER is needed.
3. *Concessions Mgr will handle this part:* MIX GoldMedal's HEAT 'N KLEEN (2 Tablespoons per Gallon) & fill up kettle. Turn ON Kettle Heat & when starts boiling, turn OFF & let cool for a min. of 1 hour.
4. Clean out the kernels and wipe bottom of machine with WATER. Never use any cleaners with ammonia.
5. Put away all popcorn in sealed containers and/or popcorn bags & wash the popcorn-making equipment (scooper, measuring cups).
6. Wipe the counter around popcorn machine with Pink Sanitizer
7. Sweep up all fallen popcorn.

COOKING

1. ALL volunteers when making popcorn MUST wear gloves.
2. TURN ON the lights/ warmer, Kettle Heat & Kettle Motor switches. *(All 3 switches)*
3. MAKE sure the arm is moving in the kettle. Will take approx. 2 minutes to get warmed.
4. LIFT the kettle lid and POUR in the popcorn, flavacol. Add remeasured OIL last.
5. CLOSE the lid.
6. LISTEN to popcorn & when starts slowing down & spilling over - GENTLY dump the popcorn.
7. TURN OFF the Kettle Heat switch after the last kernel is out. *This saves electricity & prevents oil & smoke from burning in bottom of the kettle.*
8. FILL popcorn bags about 3/4 full & seal. Make extra bags & keep warm in the machine.
9. MAKE & BAG popcorn through HALF-TIME. Once Half-Time is over, see how much is left & then start bagging what is left.

**THE CLEANER WE KEEP THE POPCORN MACHINE -
THE LONGER IT WILL LAST!!**



QUESTIONS? CONTACT WHS PTO president@whspto.net