

## CONCESSION STAND CLOSING INSTRUCTIONS –

*Get assistance from Officer on Duty if any questions.*

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The procedures for closing the concession stand should begin just after half time of the last game(s). The concession stand can be closed near the end of last games(s).

The Officer on Duty will close out the Point of Sale cash drawer and count the money.

- 1. Concession Stand Windows** – Close the three concession stand windows and secure lower sliding bar at bottom of each window (two per window at each lower end). Remove the clips located in the top drawer of the front cabinet and place through holes of the secured bar (two per window).
- 2. Coffee Pots/Urn** – Unplug and remove any used coffee filter(s) from coffee maker(s) and throw away. Clean pots/urn with warm soapy water, dry and put back in place. Do not put the base of the coffee maker or the coffee urn in water.
- 3. Hot Water Urn** – Unplug and pour out any remaining water from stainless steel urn and dry. *Note: Water will be HOT – handle with care.* Return to cabinet counter.
- 4. Warming Trays** – Unplug and remove lid and top tray from base and dump out any water. Dry and return to cabinet counter. *Note: Water will be HOT – handle with care.* Return to cabinet counter.
- 5. Hot Dog Roller** – if roller is used, turn off at end of day. When cool, wipe rollers with cloth but NO WATER. Empty out and wipe down drip pan.
- 6. Grill** – If grill is used, when grilling is complete and grill is cooled, scrub to clean off any grease/food particles. Turn the propane tank “off”. Pull the grill into the concession stand.
- 7. Crock Pots** - Remove liner with any remaining cheese and throw away. Wash the crock pots with warm soapy water and dry.
- 8. Drinks** – Restock drink refrigerator with Gatorades, waters and sodas as needed. Drinks should be restocked by pulling items to front and reloading to back.
- 9. Candy** – Remove any chocolate candy from wire shelving display and place on the top shelf of drink refrigerator.
- 10. Muffins/Granola Bars/Pickles** – Place any remaining muffins, granola bars or pickle jars in the refrigerator located along south wall.
- 11. Snacks/Chips** – Place any other snacks that were put out on the concession counters back on the wire shelving display unit. Place triple tier chip rack on back counter.
- 12. Condiments** – Place mustard, ketchup, and jalapenos in refrigerator located along south wall. Place sugar packet container, creamer and coffee stirrers in the top cabinet located along west wall. Also place spoon & fork holders and napkin dispensers in top cabinet located along west wall.

**IMPORTANT NOTE: DO NOT PUT FOOD DOWN THE SINK DRAIN. ALL REMAINING FOOD FROM CROCK POTS SHOULD BE DISCARDED IN TRASH.**

### 13. Counter, Floor and Garbage Clean Up

- **UNPLUG ALL APPLIANCES**

- Any food trays should be put away in the top cabinets located along west wall.
- Any styrofoam cups & lids should be put away in bottom cabinet located along west wall.
- Any remaining tortillas and hot dog buns should be placed in refrigerator located along south wall.
- Any open packages of hot dogs and sausage wraps should be put into a ziplok bag from the upper cabinets and placed in refrigerator located along south wall.
- Any opened nacho chips should be closed with a chip clip and placed in refrigerator.
- Any utensils should be washed, dried, and put away in drawers located along the west wall.
- Counters should be wiped down and floor should be swept completely.
- Remove garbage from can and replace with new liner. All garbage and empty cartons should be placed in dumpster near parking lot, not in rolling trash cans.