

## Working in the Concession Stands

### Unlocking Concession Stands:

- **East Concession Stand:** Find rink attendant to unlock door for you. Close padlock on door when done.
- **West Concession Stand:** Find rink attendant to unlock East concessions door. Then get the key for the West Concessions stand (hockey stick handle/key in small cabinet or drawer). Lock East Arena again. Once finished in West with shift return key to East Arena.

### Responsibilities:

1. **Cash:** Please count ONLY the dollar bills BEFORE and AFTER each shift. Place a piece of paper with this amount in the cash drawer/date/time worked/print name.
2. **Popcorn:** directions are on bin with popcorn kernels and on the machine
3. **Thawing Pretzels:**
  - East Arena: To thaw 10 pretzels in microwave select Pizza Reheat then Start
  - OR put 10 pretzels in microwave for 2-3 minutes
  - Smaller crowd thaw a few pretzels at a time – use your best judgment
  - Salted pretzel: Spray on Pam Butter Cooking Spray to warmed pretzel and dip in salt or cinnamon and sugar mix
  - If the pretzel is small you can charge \$1.00/Rich Westlund
4. **Hot dogs:** Place on paper plate and heat in microwave if not heating them in a crock pot
5. **Coffee:** 1 bag of coffee grounds to 1 full pot of water
6. **Hot chocolate and cappuccino mixes:** Check to see if need to be refilled
7. **Papa Murphy's pizza: (Phone number: 234-9696)**
  - JV/Varsity games: pizza is always preordered and ready to be picked up at 4:30 pm day of home games
  - Other games you will need to order and pick-up pizza. Pay for the pizza from money in the cash drawer and write it down when you count the money at the end of your shift w/ receipt
8. **Check other supplies needed:**
  - Paper plates, napkins, cups and covers, popcorn bags, cheese, nacho trays, nacho chips, hot dogs, pizza and any other items available to sell (if none in stand check other arena)
  - Set cart with ketchup, mustard, napkins, popcorn salt outside of concession stand by window – check to keep clean
9. Everything can and should be made during games and tournaments.
10. Please remember to stock drinks if you have down time. Remember to put the warm drinks to the back of the cold ones. This ensures cold drinks for the next games.
11. If you are on the last shift for the evening PLEASE make sure that the concession stand is clean and ready to go for the next game, tournament etc. This means all dishes should be washed and machines wiped down.
12. If you see that you are going to have left over hot dogs and popcorn, reduce the price and try and get rid of them before you just give them away.
13. Don't forget to write your volunteer hours in the book!
  - Contact Rich Westlund with questions regarding food/supplies (320-583-8047)
  - Contact Connie Schmidt with questions regarding Dib hours (320-583-5969)