

Closing Concession Responsibilities

STARTING AFTER THE HALFTIME RUSH:

- 1) Probably no need to make more popcorn or hotdogs.
- 2) As time allows, start taking down the concessions area, gradually at first but getting done before the end of the game.
- 3) Start washing cookie trays, hot dog roller, hot water maker, cheese crock and utensils.
- 4) Take down menu boards and place by boys basketball shelves.
- 5) After utensils are washed, place them back in the holder by sink.
- 6) Rags, dish soap and other cleaning supplies are found in the totes on the basketball shelves.
- 7) Never leave the cash box unattended while bringing items to the back room, treasurer will take the cash box.

Unused product: Candy, chips, pickles, all non-perishables, plates, napkins, dry paper products

___ Put all unused product neatly back on the storage shelves (Boys EVBB product shelves).

Cookie oven:

___ Turn off oven; wash all cookie sheets, utensils, unplug ovens.

Hot Dog Roller:

___ Wash hot dog roller using soap and water (roll the rollers to get both the top and bottom), rinse with clean water, unplug and put back under countertop shelves.

Pizza Warming Oven:

___ Leave the unit clean and unplugged

Nacho Cheese Warmer:

___ Put any unused cheese product in a container to be taken home by someone or thrown away (it cannot be kept).

___ Wash unit and put on shelves to dry.

Popcorn Maker:

___ Empty out unit (place unsold popcorn in ziplock bags and mark \$1.00 to sell).

___ Using a bucket with warm water, wipe down both interior and exterior (do not clean the oil kettle, just wipe the outside). Pull out tray under machine to clean popcorn kernels. Wash popcorn scoop.

___ Unplug the unit.

Beverage Cooler:

___ Make sure the cooler is fully stocked with EVBB Boys Basketball product (cooler should be constantly refilled throughout all shifts). Once stocked, close the cooler door and place the lock on the latch.

SANITIZE:

___ Clear the counters and use the disinfecting spray to wipe down all of the counters before leaving.

___ Sweep the floors to ensure that it is clear of all debris.

___ Turn off the lights and make sure the door closes when you leave (you may need to hold the light switch down to turn off the lights).

___ All trash should be left outside the concessions area for the custodian.