

# Closing Concession Stand Procedures

**A Board Member will come to close up stand.**

The following jobs are for the volunteers to complete and should be started 30 minutes *before* the end of the last scheduled games.

1. **Restock.**
  - a. Coolers – pop, water, powerade, etc.
  - b. Racks – candy, chips, peanuts, etc.
  - c. Injury Ice Packs – make sure there are five bags at end of shift.
2. **Clean Pizza Warmer.** Remove bottom tray, wash in sink, let dry on rack by sink.
3. **Clean Hot Dog Roller.** Turn heat to low on both rollers. Scrub with soap and water, wipe dry with paper towel, and turn off heat on rollers. Replace foil on bottom of tray.
4. **Clean Popcorn Machine.** Turn off 3 switches. Bag all remaining popcorn or toss. Remove all popcorn kernels and wipe down whole machine with damp paper towel. Remove and wash scoop, drawer and metal guard; let dry on rack by sink.
5. **Clean Warmer.** Remove all food. Wipe shelving and doors with damp paper towel
6. **Turn off Hot Plate.** Empty and let dry.
7. **Coffee Machine.** Wipe down with damp paper towel
8. **Slushy Machine.** Refill bottles with syrup. Wipe down with damp paper towel.
9. **Floors.** Sweep and mop.
10. **Garbage.** Empty and take out to cans between shed and field A.
11. **Close** windows, slide boards in.

**The Board Member will lock door when volunteer cleaning is completed.**

Thank you for volunteering!