

ANNIEVILLE Concession Guidelines

Common Sense Prevails 😊

Any concerns contact NDBA Concession Manager- Melanie Wardrop at 604-377-6439

No one under 16 is allowed in the concession (as per health and safety guidelines, we can lose our license)

Concession keys are now picked up inside the lock box in the park's equipment room. Please ensure you receive the code prior, from your coach or div rep.

Please use these guidelines with your own discretion for time management. The goal is to make sure things are as easy as possible, and a respectful environment for all involved is expected. Reminder that your help is greatly appreciated, and needed, to offer a concession at our parks. Childhood memories are made here 😊

Open concession **30 minutes** prior to game time

Serve until volunteer's discretion- allow time for closing duties

30 minutes before game:

- ❖ Wash hands on arrival
- ❖ Sign Parent Duty Attendance Record in the Concession Binder and record Fridge Temperature on Log in binder
- ❖ Move BBQ and tank outside the concession-turn on to preheat.
- ❖ Open concession window- the lock keys are on door key ring or in lock
- ❖ Wear gloves when handling all foods
- ❖ Make coffee if you feel it is needed
- ❖ Report low stock on the NDBA cash in/out sheet. If you need a necessary item like PROPANE/CHEESE, take money from cash and can go buy. Make sure you place the receipt in the cash envelope at the end of your shift. Lettuce, Onion, and Tomato can be bought if volunteers desire.
- ❖ Put out condiments- single serve packs (inc. mayo) are shelf stable. Any other containers opened, should be refrigerated after/put on ice during service.

During the Game:

- ❖ Hot dogs/Hamburgers are precooked. Please heat to temperature of 160 degrees F or until steaming hot. If thawed it takes approximately 3 minutes on each side to reheat on the BBQ. Only take 3-4 hotdogs out of the freezer at a time unless more are ordered. **Do not store hotdogs in water in the fridge.**
- ❖ Goodie bags are \$1 ea. (10 candies in each bag). All candy bags are pre-made in a bin labelled CANDY BAGS. If running low, please let Melanie know asap to have more made.
- ❖ We DO NOT give candy for each ball returned to concession - return balls to coaches
- ❖ Restock the fridge with drinks/food display as needed
- ❖ Make ice bags with sandwich bags (ice for injuries) and refill ice cube trays as needed
- ❖ Approx. bottom of the 5th, can walk around to take "last call" orders from parents/players for after game pickup. Can start cooking closer to end of game for faster closing, allowing for hot food for the players.

Closing duties or approx. 30 mins from end of shift:

- ❖ Bring recycle bin into concession/leave full bag in concession
- ❖ Put garbage in the bin outside if full (key on wall), replace inside garbage bin with new bag
- ❖ Wash all dishes
- ❖ Wash counters with bleach solution (1tsp bleach and fill bottle with water)
- ❖ Leave the dish clothes to dry
- ❖ Sweep the floor/mop with cleaning solutions under the sink.
- ❖ Clean and Bring BBQ into concession
- ❖ Follow instructions on cash in/out sheet
- ❖ Leave cash box with the \$150 float in concession. No need to hide the money.
- ❖ Drop profits in ziploc, with cash out sheet, in the cash lock drop box.
- ❖ **Please ensure keys are returned to lock box promptly after the game so coaches are not waiting for you. Please start closing duties accordingly**
- ❖ Please try to leave the concession in the same, or better condition, as you found it.
Leaving it as a clean space, for all volunteers to work in, is much appreciated.

Please note.We are not paying the umpires from the concession. They are paid with a monthly cheque from the scheduler.

- ❖ If propane needed – take \$25 from the cash box – fill propane tank at Husky Gas 7812 120 St. **Put receipt in cash box.**
- ❖ We do NOT provide **candy** for each returned ball
- ❖ On **double header games only** we will provide umpires with a Hotdog or Hamburger and a pop or water combo (NOT Gatorade). Also, if an umpire needs water, we will provide for them especially on hot days (most will bring water themselves)
- ❖ If tea towels need washing, please place in grocery bag and send Melanie a message.