

### **Concession Stand Stocking Instructions**

**Always rotate stock – Place new product BEHIND and older product in the front to be used first.**

**Pop Coolers** - Pictures of how the front coolers need to look are on a separate clip board on the wall. Do not change from these pictures. When stocking make sure everything has labels facing forward. **All POP, GATORADE & WATER MUST ONLY BE STOCKED WITH 6 BOTTLES PER ROW.** More than 6 per row and the bottles tip over and get lost in the back out of reach. The back cooler should only be used for overflow. Please do not put too much of one kind in cooler at a time. Use cold product from back cooler to refill front cooler. Restock back cooler then with product to chill. Stack empty pop trays to the left of the front door.

**Candy/Cookies/Front Counter** - Make sure everything has labels facing forward, do not over stock. Older product on top/in front.

**Coffee/Hot Chocolate/Cappuccino Supplies** – Always make sure to have two boxes of each underneath the machines up front. Make sure hot chocolate/cappuccino machine internal bins are filled. They slide out.

**Condiments** - Make sure we have plenty of lids/creamers/sugars/stir-sticks in caddy on small counter outside near concession door. Ketchup and mustard are to be placed on this small counter as well. Place a napkin dispenser on this counter too. Caddy should have three rows of lids for hot drinks, two types of creamers and two types of sugar only and stir-sticks only.

**Gloves/Paper goods** - Gloves should only be placed near hot dog roller, shelf microwave sits on, and on table behind deep fryer (not on the table the fryer sits on). There are large and extra-large gloves so have one box of each as mentioned above.

**Paper Boats/Plates** - Only place these items and sizes at the following locations:

1lb or #100 boats are for mini-donuts only.

2lb or #200 boats are for hot dogs/brats, chicken only, fry's only and nachos (don't open nacho bags).

3lb or #300 boats are for chicken and french fry combo only.

Paper plates are for pretzels only.

Souffle cups are for nacho cheese only.

**Hot Food** – The fryer should never be turned on for practice nights. **ONLY** during high school games, youth games and tournament weekends.

**Pretzels** - Thaw smaller amounts in advance in the white fridge. **ONLY** use the clear bin designated for pretzels to do so. Use a clean container once a week and wash other container accordingly. Under no circumstance should you thaw out an entire box of pretzels at one time, they can also be microwaved if in a rush. Keep lid tightly sealed on thawed pretzels to prevent spoilage.

**Hot Dogs/Brats** - Do not use roller machine on practice nights. You may cook per request in microwave. Hot dogs and brats need to be thawed in the white fridge only in their designated pre-labeled bins. Make sure you use a clean marked container with each batch you thaw. Mark on the label the date you thawed them out from the freezer.

**Mini-Donuts** – Pre-bag mini-donuts in quantities of 8 using sandwich size zip top bags.