

Green Bay Youth Baseball Concession – DEBROUX PARK

OPENING & CLOSING INSTRUCTIONS

IMPORTANT

No one under 16 may run the stand without an adult present.

OPENING PROCEDURE

Arrive 15 minutes before game time

- **Cash Drawer:** Located in the closet in main part of the pavilion.
 - Key to open the drink cooler is in the cash drawer with baseball keychain. **PLEASE MAKE SURE IT STAYS IN THE CASH DRAWER.**
 - **Coaches will have the code to unlock the closet, deep freezer and fridge.**
- **Set Up:** Open windows and set out napkins and condiments on the ledge.
 - Fill coffee pot with water and plug in to start heating water for hot chocolate and cup of noodles.
 - **Popcorn Machine** is stored under folding table, remove and start popping popcorn
 - **Hot dog warmer** is stored on top of fridge, remove and set up on counter.
- **Candy & Chips:** Take candy/chocolate out of the closet and locked fridge. Set out on table.
- **Popcorn:** Popcorn packs are in far right cupboard.
 - Use one packet at a time. Start popping and bagging.
- **Hot Dogs:** Flip both switches to ON, set to 90. Place 5–6 hot dogs on rollers; add more as sold. Get buns and condiments from the fridge. Wrap in foil sheets to serve.
 - **Once hot dogs are heated up, warmer can be turned down to 70**
- **Pretzel Bites:** **Place 12 bites per order into bowl**. Ask if customer want salt. Mist with water and sprinkle with salt if requested.
 - Microwave 45 sec to 1 min. Serve in plastic tray with nacho cheese.
- **Nacho Cheese:** Stored in the closet, Serve in plastic trays with cheese and chips.
- **Cup of Noodle:** Unwrap plastic and pull back lid. Fill hot water to pre-marked line on cup.
 - Serve with fork and let customer know to let sit for 2-3 minutes.

Please be mindful of the popcorn and hot dogs that are premade as to not waste product or give it away at the end of the night.

CLOSING PROCEDURE

- **Restock Beverage Cooler:** Refill drinks if needed.
- **Popcorn:** Bag and give away leftovers. Turn off switches. Wipe down machine and wash scoop (Caution: HOT).
 - **Store popcorn machine under folding table**
- **Hot Dogs & Buns:** Give away leftover hot dogs. Place unused hot dogs, buns, and condiments in fridge. Turn warmer switches OFF.
 - **If time allows, please scrub down rollers to prevent buildup**
 - Keep tray under rollers in place when cleaning rollers, but please wash tray at the end of the night!
 - **Please make sure that there are thawed hot dogs and buns in the refrigerator for the next day**
 - **Store hot dog warmer on the top of refrigerator.**
- **Nacho Cheese machine:** Unplug machine and store alongside fridge.
 - **UNPLUG ONLY ON WEDNESDAY!**
- **Candy/Chocolate:** Put meltable items in locking fridge; the rest put away in cupboard.
- **Clean Up:** Bring in price sign. Wipe counters. Sweep floor. Empty garbage into outside bin. Close stand window.
- **PLEASE DOUBLE CHECK THAT WINDOWS LATCHED AND DOORS ARE LOCKED AND PEPSI COOLER KEY IS PUT BACK IN REGISTER AND PAVILLION KEY FOB IS PUT BACK IN FIELD STORAGE SHED.**



CASH DRAWER & DEPOSIT

- **1 Coach + 1 Volunteer:**
 - Count cash from drawer.
 - Leave: \$100 in 1's, \$30 in 5's, \$20 in 10's.
 - Place the remainder of money in plastic deposit bag.
 - Label with: Game date & location, Amount, Coach + Volunteer names.
 - Place deposit bag in black drop box in concession storage room.
 - **Return the cash drawer with the remaining change to the closet.**
- If not enough to make \$150 in change: Text Brad Johnson (920)621-4606

This building is rented out on the weekend so all products should be stored in the closet within the main part of the pavilion or the locking fridge and drink cooler which is for GBYB to use.

DO NOT place anything in the unlocked fridge.