

Green Bay Youth Baseball Concession – OPTIMIST 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 backroom refrigerator freezer.
- **Set Up:** Open windows by removing clip from window latches. Set napkins and condiments on the ledge. Open bathrooms - key is in the back room.
 - Fill coffee urn with water and plug in to start heating water for hot chocolate and cup of noodles.
- **Candy & Chips:** Take candy/chocolate out of the fridge in backroom. Set out on shelves.
- **Popcorn:** Popcorn packs are located on the shelf below the popcorn machine.
 - 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.
 - **Turn temperature once hot dogs are warmed up**
- **Pretzel Bites:** Place 12 bites per order into bowl. Ask if customer if they 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:** 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).
- **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 is thawed hot dogs and buns in the refrigerator for the next day
- **Nacho Cheese:** Machine is on a timer and will turn off automatically.
- **Candy/Chocolate:** Put meltable items in fridge; 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 CLIPS ARE REPLACED IN WINDOWS AND DOORS ARE LOCKED**

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 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 cash drawer with remaining change to refrigerator freezer.
- If not enough to make \$150 in change: Text Brad Johnson (920)621-4606