

CONCESSION STAND RULES AND GUIDELINES

1. PLEASE NO EATING FOOD WHILE ON DUTY. PLEASE TAKE FOOD OUTSIDE OF CONCESSION STAND DURING BREAKS OR AFTER SHIFT DUTY IS OVER. YOU MAY HAVE DRINKS WHILE ON DUTY.
2. YOU ARE ALLOWED **ONE** FREE FOUNTAIN DRINK WHILE ON DUTY. YOU ARE REQUIRED TO PAY FOR ALL OTHER ITEMS.
3. ONLY ADULTS AGE 16 AND OLDER WILL HANDLE THE MONEY AND THE WINDOWS.
4. ONLY ADULTS AGE 16 AND OLDER WILL OPERATE THE HOT FOOD MACHINES AND HANDLE THE HOT FOOD ITEMS.
5. NO CHILDREN UNDER THE AGE OF 10 ALLOWED IN THE CONCESSION STAND.
6. CHILDREN AGE 10 TO 15 MAY ONLY RETRIEVE SNACK ITEMS AND DRINKS AND HELP GATHER TRASH AROUND THE COMPLEX AND CHECK THE BATHROOMS.
7. NO EQUIPMENT BAGS ARE ALLOWED TO BE STORED OR LEFT IN OR LAYING AROUND IN THE CONCESSION STAND.
8. DRY STORAGE CLOSET IN CONCESSION STAND IS FOR CONCESSION STAND ITEMS/USE ONLY. EXCEPT VOLUNTEERS MAY STORE THEIR PURSES IN IT WHILE ON DUTY. LOCKERS BESIDE FREEZER AVAILABLE ALSO.
9. NO RUNNING OR HORSE PLAY ALLOWED IN THE CONCESSION STAND AND LIMIT THE USE OF GOING IN AND OUT OF DOORS.
10. THE METAL ROLL UP WINDOWS ARE TO REMAIN CLOSED TILL THE MONEY HAS BEEN COUNTED AND THE CONCESSION STAND IS READY FOR BUSINESS. BOARD MEMBER'S ON DUTY WILL COUNT AND SET UP MONEY.
11. THE DOORS OF THE CONCESSION STAND WILL REMAIN UNLOCKED DURING BUSINESS. THE ONLY TIME IT WILL BE LOCKED IS WHEN THE MONEY IS BEING COUNTED FOR THE OPENING AND CLOSING OF THE CONCESSION STAND.
12. THERE IS TO BE NO RUNNING THROUGH OR PLAYING IN THE BREEZEWAY IN FRONT OF THE CONCESSION STAND.

CONCESSION STAND INFORMATION

*****Schedule of Concession Stand Duty*****

The concession stand board member will post on the website and the bulletin board the concession stand duty schedule once all games are scheduled. Each team will be assigned to work the concession stand 1 to 2 times during each season. Each team is responsible for providing 5 adult workers in the concession stand. Children age 10-15 are just helpers. Limit the helpers to just 4 per shift. It is the responsibility of the manager/coach to check to see when their team has duty. If changes are made due to bad weather-the concession stand board member will contact you or it will be posted on the website.

As stated in the supplemental rules: 16.3.5 All teams are responsible to provide a minimum of 5 volunteers to run concession stand when scheduled. Failure to show up for scheduled concession stand duty will result in an added loss to the team's record and overall standing

When your team has duty-please be sure to remind your parents the day before duty. Also arrive at your set time and if you see that your team will be late-it is your responsibility to send someone to the concession stand or find the board member/s on duty and report that your team may/will be late.

Contact the board member/s on duty if your team is on duty and the next shift has not arrived or reported that they will be late. If at anytime during your shift you have a problem in the concession stand or a problem is reported to the concession stand-contact the board member/s on duty as soon as possible by either calling them on the walkie-talkie or by calling their cell phone.

*****Lost and Found*****

All small items turned into the concession stand will be placed in the lost and found box that is located in the concession stand. All large items such as chairs and equipment bags or items will be stored in the umpire room-you will have to ask a board member for access to that room. At the end of the season all items in the lost and found will be donated to charity. Please check the website under Lost and Found to see if you have a item in it. Also you may call the commissioner or the concession stand board member to report items that have been lost.

*****Trash Helpers*****

You may have younger children come to the concession stand window wanting to help pick up trash around the complex-please limit the helpers to 5 a shift. They may only get a blow pop or 5 pieces of gum as their reward.

*****Umpires*****

We treat our umpires to free water and hot food items at the end of the night. The board member/s on duty will pay the umpires after the games.

*****Fire Extinguishers*****

The fire extinguisher is located on the wall closest to the freezer with directions on how to use it.

*****First Aid Kits & Ice Packs*****

The first aid kits are located in the dry storage closet right as you walk in on the shelf. Ice packets are located in the freezer of the refrigerator. Please be sure to have about 5 made up at a time.

*****Emergency Information & Phone Numbers*****

All emergency information and phone numbers are located on the bulletin board located inside the concession stand or on the white refrigerator.

*****Board Members and Schedules*****

All board member information and game/practice/board duty/concession stand duty schedules are posted on the website and on the bulletin board in the concession stand.

*****Forms*****

All forms such as the incident form, Volunteer Applications, the No Hit, Grand Slam Award, and copies of the Supplemental Rules are located in the concession stand in a green file basket. Dry Storage.

*****Cleaning Chemicals*****

All cleaning chemicals are located in the cabinet beside the sinks.

Dirty Wash cloths and towels-please put in container beside sinks and a board member will take home to wash.

SHIFT TIMES-THESE ARE THE EXACT SHIFT TIMES

EVENING GAMES

OPENING SHIFT 5:15-5:30-7:15 P.M.

SECOND SHIFT OR CLOSING SHIFT 7:00-8:30 P.M.

CLOSING SHIFT 8:15-9:45 P.M. OR TILL LAST GAMES END

SATURDAY GAMES

OPENING SHIFT 8:15-8:30-10:15 A.M.

SECOND SHIFT 10:00-11:30 A.M.

CLOSING SHIFT 11:15 A.M.-12:45 P.M. OR TILL LAST GAMES END

Food Machine Instructions

*****Crock-Pots/Hot Food Items*****

Put in a crock-pot liner and turn them on high before putting the chopped beef, nacho cheese or chili into them. These hot food items need to be stirred regularly to insure even heating.

If you open a can of chopped beef and only use half-please label the lid with a marker the date it was opened. If you open a can of nacho cheese or chili-please put the extra in the can in a plastic container with a lid and label it with the date and store in the refrigerator. All leftover hot food each night once the umpires have their food is to be thrown away. Due to health reasons-we may not reuse any food that has been heated.

*****Coffee Machine/Urn*****

Always keep a coffee pot on the lower burner when adding water-depending upon last use-add 1 to 2 containers of hot water from sink. Change coffee filter for each pot of coffee and be sure to clean and dispose of filter when closing.

Urn-add hot water from sink or if needing it hotter-take filter out of coffee pot and rinse the filter basket and just run hot water through the machine and fill up the urn as needed.

*****Popcorn Machine*****

Locate the three switches on the top right side of machine and turn all on. Let heat up for about 5 minutes and then add the oil mixture side of packet and then the popcorn side of packet-close the metal lid and watch it pop-once it starts to slow down to just a few pops-turn off all switches except the light and dump the remaining popcorn out of the kettle.

When opening the concession stand-just make two popcorn mixture packets to start with and then make one at a time as needed.

*****Hot Dog Machine/Roaster Oven*****

Turn on and then add franks to the wire rack. At this time turn on a roaster pan to 150 to start heating up. After about 20 minutes the franks should be ready-put in buns and wrap in foil and place in the roaster pan.

*****Freezer*****

Make sure it is closed correctly after each time it is opened.

*****Microwave*****

If you heat up any food in the microwave-make sure you cover the item (cheese, chili, chopped beef) with a paper towel and if you have a spill in it-please be sure to clean it up.

*****Refrigerator*****

Please help keep it clean and if you see a item getting low-such as hot dog wieners and they will be needed for the next day of games-please take out of freezer and put in refrigerator.

*****Glass Refrigerator*****

Please keep all flavors of Gatorade stocked as well as the water. Also keep 2-3 jars of the whole pickles and 1 jar of sliced pickles and 1 full jar of jalapeno's in refrigerator at all times. We try to keep some of the chocolate candies cold since some people like them this way-please keep Snickers, M&M's and any others.