



East Boise Youth Baseball and Softball

Instructions for North Concessions

COMMUNICATE WITH OTHER CONCESSIONS

To save time, we recommend sharing cell phone numbers with others working in both the South and North Concessions. Avoid running back and forth by communicating by phone.

CASH BOX

An adult needs to oversee transactions with the cash box. One person needs to count the cash in the box and confirm starting cash of \$75. At the end of the shift, you need to count your cash and write the amount on the cash box sheet. **CHECKS** - We do accept checks made payable to EBYBS. The check must include the customer's phone number.

PREPARE CONCESSIONS

- Remove the step from the shack and place it at the entry to the shack.
- Plug in the electricity located behind the storage trailer.
- Make sure ice is available at the shack for condiments and uncooked meat. Use a hose (behind door) to fill up the gray water bucket for hand washing. Do not get water on the concessions floor when hand washing.
- Open both sides of the shack (takes 2 people).

PREPARE GRILL AND CONDIMENT TABLE

- Move the grill from the storage across from the concession stand (takes 2 people - ramp inside storage trailer).
- Connect the propane tank to the grill and light the grill to prepare for cooking. Extra propane is in the storage trailer. If necessary, use the grill brush to clean the grates. This should be done already since we need to clean the grill every day. **NOTE:** For safety, keep an adult nearby if the grill is on.
- You can use the oil bottle on the grill to lightly spread oil on the grates and wipe clean with a paper towel.
- Set up the condiment table (stored inside the shack) and wipe it clean. Put napkins and condiments out on the table (stored inside the shack in baskets, refills are in the storage trailer).
- Fill the available storage containers with hot dogs, burgers, sausage and cheese. These are in the fridge and extras are in the fridge or freezer.
- Please keep storage containers on a bed of ice next to the grill. You may have to refill ice during hot days to keep food cold. If you want to set up a table for grilled food, then you must first wipe the table clean with disinfectant.
- The water sprayer for the grill and other grill tools are in the concession shack in a box.

IMPORTANT NOTES

- **ALWAYS** wear gloves when handling grilled food, buns, or any other unsealed edible.
- Prepare in advance individual buns in a wrapper and put them in a gallon sized Ziploc bag.
- After paying, customers will receive a bun, and then go to the grill for their meat of choice.
- If the customer orders a combo, use a paper server tray for their convenience.



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HOT WATER AND COFFEE

Use the water container marked **drinking water** for the hot water. **THE HEALTH DEPARTMENT REQUIRES WE USE THIS CONTAINER!**

- Take the creamers out of the fridge. They do not need to be refrigerated, but usually end up there.
- Set out the stir sticks, sugar, Sweet'n Low, and creamers for the customers. Refills are in the storage trailer.
- Make an extra pot when cold and/or in the early mornings.

PREPARE CANDY, COLD DRINKS, AND OTHER ITEMS

- Wipe counters down with disinfectant (located in shack).
- Display the candy, chips, etc., so that customers can see each type of item we sell.
- Place ice in large bins/coolers inside the shack and add an assortment of drinks. Ice is in the storage trailer next to the shack.
- Place a sample of each drink we sell out on the display counter above the iced drinks so the customers can see what is available. Extra drinks are located in the fridge and also in the back of the storage trailer.
- Frozen popsicles (Otter Pops) and candy bars are in the freezer in the storage trailer.
- Verify the microwave is on and clean inside. Use disinfectant if needed and wipe clean.
- Pop a bag of popcorn in the microwave for 2-3 minutes. This helps draw people to the shack. It most likely will sell immediately, but if not, leave it for the aroma.

CLOSING TIME

- Count the money in the cash box. Leave \$75 in the cash box and put the remaining money in the envelope.
- Clean the grill and store it in the storage trailer.
- Wrap up the propane hose.
- Wipe down the tables and counters.
- Turn off the electricity to the shack.
- Empty the coffee pots and store them in the storage trailer.
- Turn off the coffee maker.
- Return the meat and cheese to the fridge.
- Restock items that need restocked and leave a note for the concessions manager with details of any items you know need to be ordered.

QUESTIONS

There is usually someone around that can answer common questions. When in doubt, choose what is safest for our customers and equipment. For questions by email, contact Mark Duncan at cnud3826@yahoo.com or by phone at 208-972-3165.