



Snack Shack Duties

OPENING

(20 minutes before game starts, Coach has keys)

OUTSIDE SET UP:

- LL bathrooms:** Building is always unlocked
- Softball bathrooms:** unlock before the game (keys located in the snack shack)
- Ensure the **American flag** is hung up
(Field setup may do this, but please be sure it is done as it is needed for the National Anthem before the game is started)
- Place **Trash can outside**

SNACK SHACK PREP: (SPRING BALL ONLY)

- Place **Crockpot liners** in crockpots for cheese and chili
- Heat up cheese and chili**, in the microwave then place in crockpot warmer.
- Prep vegetables** for burgers & nachos (Lettuce, Tomato, Onion, Pickles, Jalapenos)
- Pull out or defrost buns** for hot dogs and burgers
- Place condiments** on table (ketchup, mayo, mustard, and napkins)
- Place **BBQ outside**
- (BBQ volunteers will set up and clean up. If a snack shack volunteer needs to bbq then please refer to bbq duties.)
- Place 1 **folding table outside near front of snack shack** (For napkins and condiments)
- Place 1 **folding table outside near BBQ** (For BBQ prep)

SNACK SHACK PREP: (SPRING & FALL BALL)

- Take **visual inventory and restock** as needed
(Additional items can be found in the little league shed)
(Email Snacks.fdll@gmail.com or add low or missing items to the Inventory List)
- Wipe down **Counters with Lysol wipes**
- Place Menus out** for customers to see (If menu items are not available, let customers know)

CASH DRAWER PREP:

- Pull out Till money** (usually located in fridge)
- Count Till money** (Should be **\$80** in various bills)
- Fill out **TOP** of the **Cashbox Form**

REMINDERS:

- **NO Children allowed in the Snack Shack**
- When someone orders cheeseburgers or hot dogs:
 - Write name on plate
 - Get buns, patties, and cheeses to BBQ volunteer as needed

Low or Out of Stock Item? Email Snacks.fdll@gmail.com



Snack Shack Duties

CLOSING

(20 minutes before game starts)

REMINDERS:

- **Announce Last Call:** At last inning, have the announcers make a “last call, to order food, snack shack is closing in ten minutes” announcement or announce yourself. (close one window of snack shack & start cleaning up)
- **Player Treat:** After the game, PLAYERS from both teams get an otter pop, lollipop, or airhead (siblings, if not on the team, do NOT get a treat)
- **Umpire Meal:** Provide a meal of choice, chips, water/gatorade

OUTSIDE CLEAN UP:

- LL bathrooms:** Building is always unlocked
- Softball bathrooms:** Lock after the game (keys located in the snack shack)
- Ensure the **American flag** is folded up (Field setup should do this,)
- Place **BBQ inside**
- Place all folding **Tables inside**

SNACK SHACK CLOSE:

- Turn off & unplug Crockpots (and other food devices such as water warmer)**
- Cover and place **left over food in the fridge**
- Put **condiments away** in snack shack
- Take **visual inventory and restock** as needed (Drinks into fridge)
(Email Snacks.fdll@gmail.com or add low or missing items to the Inventory List)
- Wipe down **Counters, Microwave, Crockpots, etc with Lysol wipes**
- Wash and put away all dishes**
- Empty all garbage cans** inside the snack shack into the outdoor trash cans.
(Field clean up volunteer will empty large bins to the dump)

CASH DRAWER CLOSE:

- Count ALL bills** from the register
- Ensure money is taken out for **Umpires and TILL**
- Fill out **BOTTOM** of the Cashbox Form
- Place ‘Deposit’ money in envelope and drop into the Safe**

LOCK UP SNACK SHACK *Coach has keys

Thank you for your help!

Low or Out of Stock Item? Email Snacks.fdll@gmail.com