

# Instructions for Concession Stand (Set-up and Clean-up)

## Location of supplies:

- Bottled drinks are stored in the closet out in the hallway (*close to the statue of St. Michael*).
- Non-refrigerated items are kept in the pantry of the kitchen on the second and/or third shelf of the wire rack immediately in front of you. (2 gray storage containers, Cheese warmer/dispenser, Hot Dog buns w/paper holders, water bottle for pretzels, Unopened Nacho Cheese Cans, Popcorn w/bags)
- Pretzels are kept in the freezer, door closest to exit door (leading to parking lot)
- Mustard, Ketchup and margarine kept in refrigerator closest to oven/stoves
- Hot Dogs kept in refrigerator across from pantry, first door of the row of freezers
- Opened can of Nacho Cheese kept in refrigerator (same place as Hot Dogs)
- Coffee and Hot Chocolate supplies under counter; below coffee maker
- Utensils (plastic spoons, knives, cooking brush) kept in labeled plastic containers/drawers between the serving counters (aisle where microwave kept) along with plastic serving gloves and napkins
- Washcloths & towels for clean-up on bottom shelf of wire rack along west wall (behind computer)
- Red buckets used for soapy water; using Dawn located by sinks near dishwasher

## 2 Gray Storage Containers:

**Small** contains black money box w/combo (0-0-0) for concessions (Key to Coca-Cola cooler inside), white money box for admissions. Sign with admission prices. Clipboard with price list. Package of paper plates.

**Large** contains candy supplies (extra is placed on shelf where possible). Nacho Chips are in labeled manufacture's box (usually keep the serving containers and plastic 2 oz. serving cups (for selling extra cheese and w/pretzels) inside a partially filled or empty box.

**\*\*Note:** the large candy bar box is kept and restocked as needed; this box is used to place at window rather than sitting out several small boxes for Starburst, M&M's, Hershey's, Milkyway, Snickers, Reese's Cup, Skittles, etc. The Bubble gum, Sour Punch Straws, Push-Pop's, Laffy-Taffy and Ring Pops are placed in window in their individual containers.

**\*\*Hint:** generally display items together according to price (Candy box and Sour Punch (0.75¢) to one side of window and remaining supplies to other side of window; leaving space in between.

## Preparation Instructions:

**Nacho's & Cheese:** Place cheese warmer/dispenser on counter (opposite end of coffee maker), plug in under counter (feed through hole in counter), pour water into warmer (see fill line inside), set can of cheese in warmer (check fridge for opened can before opening a new one; can opener attached to counter used for preparing pretzels), turn temperature dial to high setting; **remember** to lower once warmed through, place pump into cheese aligning lid to fit. May need to stir cheese after ~20 minutes.

**Clean-Up:** Place pump/lid into large metal measuring cup (located next to Mrs. Hutchinson's desk on wire rack) with hot water to soak and pump through excess. Keep in sink with sprayer. Wash the pump including lid with soapy water and rinse with sprayer. Be sure all cheese and/or water has been pumped through until clean water pumps out.

**PopCorn:** Turn on all 3 switches (heating lamp, motor, kettle heater) and allow to heat 4 minutes for 1<sup>st</sup> batch. *Carefully* cut the package with scissors (located on shelf above counter where microwave located) separating the popcorn/salt side from the butter side. Once heated, open butter package and put into kettle. Once all melted, pour popcorn w/salt into kettle making sure all salt poured in. The kettle lid will raise and allow popcorn to spill out while cooking. When you hear the popping almost finished grab yellow handle and pull down several times to empty kettle completely.

(Hint: Before cutting package squeeze butter to soften to allow extra room to cut. When putting butter into kettle place a few inches of the opened package between lip of kettle and lid (?) and pull back as the heat helps the butter drain into kettle, repeat until empty. When filling bags, it helps to open bag up with the scoop before filling to ensure a 'full' bag. Also, placing the small gray storage container on floor in front of popcorn maker helps keep floor clean; be sure to wipe out before placing money boxes, ect. back into it)

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## PopCorn: (continued)

**Clean-Up:** For Kettle: Place red bucket with hot soapy water & washcloth next to sink with sprayer. Unplug kettle from roof, wipe out excess kernels with paper towel into trash can, *carefully* spray out the inside of the kettle to remove excess butter. (*Cannot immerse kettle in water*). Wash inside of kettle allowing the soapy water to pour out into the sink. Wipe outside of kettle with wet soapy washcloth removing butter/oil. Dry and set aside until popcorn maker has been cleaned to replace kettle inside. For Popcorn maker: Scrape/wipe out remaining popcorn and dump drawer. Wash all sides including top, metal hangers used to hold kettle and door with hot soapy water. May have to repeat a couple of times to remove all butter/oil from surfaces. Dry with dish towel. Wash/dry drawer and scoop then replace.

**Hot Dogs:** Place hot dogs into slots of rotator wheel pushing the 'On' switch to advance as needed. Once filled with desired amount (if there are 3-4 games starting ~5pm I will normally start out with 6-8; try not to end up with remaining hot dogs) leave switch turned on to allow rotation and turn heat control to 7-8 to start with. As they warm/cook, may need to turn hot dogs individually in slots to prevent overcooking of one side. Turn heat control down as necessary. If you need to add more while some remain that just need to keep warm can place them into tray at bottom.

**Clean-Up:** Wash/dry thongs and drip pan and replace. Do not remove rotator wheel; the kitchen staff will clean placing it into the dishwasher.

**Pretzels:** Can move microwave to top of counter, if desired. Place serving paper plates, water bottle and box of pretzels on counter. There will be 2 other packages in with the pretzels: one with salt (small) and one with brown sugar (larger). There are 2 options for preparing. 1) Pour salt out onto paper plate, used to apply salt onto pretzel. Spray frozen pretzel with water (using the water bottle labeled for pretzels) then lay face down into salt, place into microwave, and heat for 1 minute. 2) Melt margarine in small bowl and use brush to butter frozen pretzel, heat for one minute, remove and sprinkle salt onto pretzel using the salt package with a slit in it. Using either option, serve on plate with cheese, using the 2 oz. plastic cups for the cheese. (Hint: Keep pretzels in freezer until needed and/or between long time periods of orders)

**Clean-Up:** Replace frozen pretzels w/packages to freezer. Wash/dry and put away any utensils used (and bowl, if used). Wipe out microwave with soapy washcloth and replace to bottom shelf if moved. Wipe down counter. (Hint: if brush used for margarine, use hot water with sprayer and wash thoroughly with Dawn dishwashing liquid. Leave on counter to dry and/or kitchen staff to place in dishwasher.

**Coffee / Hot Chocolate:** Pull holder out and place filter into it and add 1 scoop coffee grounds using the scoop inside the container (1/2 cup... I think). Replace holder, then fill plastic container with water to the fill line (*kept on top of coffee maker*), remove lid from top right-side where you'll see a screen, flip appropriate switch 'On' and pour the water into top screen. For hot chocolate, fill coffee pot with hot water using a filter as described for coffee (without the grounds, of course). Small and large Styrofoam cups (0.50¢ and \$1) are located below counter with condiments. Place creamers, stir sticks and sugar (variety) in window for use.

**Bottled Drinks:** Cooler to be restocked at the end. There's a cart stored where the bleachers are kept. Leave key in Coca-Cola cooler until restocked then replace in black money box; to help prevent losing. (Hint: For times when we have 4 or more games, you can place overstock in refrigerator. Remember the carbonated drinks shouldn't be replaced to storage after being cooled.

**Kitchen Clean-Up:** All counter surfaces to be washed and dried. Sweep floor as necessary. All trash cans to be emptied and have new trash bags replaced. Filled/used trash bags to be taken to dumpsters.

If you have questions or suggestions feel free to contact Sara Parsons 1<sup>st</sup> via cell phone 432-3614, if no answer use digital pager 312-6584. Hope my OCD didn't shine through too badly... we have some nice new equipment that will hopefully keep their luster with a little TLC. As for the money, I will have tally sheets made up and suggest we have 2 people count to help ensure accuracy.

Thank You in Advance for your help.

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