

Snack Bar Opening Procedures – Volunteers/Parent Workers

(20 minutes before BEGINNING of first game)

A Board Member will open snack bar and storage closets, and turn on fryer and grill circuits. They will also assist in setting up for opening the Snack Bar.

Parent Worker, together with closing Board Member are together responsible that the Snack Bar is opened properly and the following is accomplished.

General:

- Verify bank amount with Board Member.
- Start coffee, set up sugar, creamer, milk and stirrers on condiment bar.
- Check to make sure the fryer is on and ready for French fries. Line the foil pan next to the fryer with paper towels.
- Make sure grill is preheated.
- Check refrigerator – make sure you have defrosted hot dogs, cheese and rolls. Hamburgers are to be cooked frozen.
- The snack bar should NEVER be left unattended.
- Restock items as necessary throughout the shift.
- Write down any items that need to be ordered.
- Please try and keep the snack bar as clean as possible.

Food Preparation:

- Slice tomatoes, onions and lettuce – put back in fridge until ready for use.
- Fill condiment containers with condiments: sliced onions, chopped onions, tomato, pickled relish, grated cheese, sliced cheese, etc...)
- Set up ketchup, mustard and mayonnaise containers; place in large container in ice, and place on condiment bar.
- Place about 15-20 hamburgers, 10-15 small and large hot dogs in a plastic container ready to grill, place container in prep counter fridge. Keep the rest frozen, do not thaw too many at one time.
- Place 2 bags of fries out to thaw at a time, place 2 more in fridge for later use. Keep enough thawing fries in fridge for later use.
- **Fries should not be frozen when they go into the hot oil and basket should be filled half way.**
- FRENCH FRIES – make in fryers (about 3 minutes). When done shake basket, dump in aluminum pan lined with paper towels, salt. Serve in boat. You can reheat fries by placing them back into fryer for a few seconds provided they are not seasoned.
- Hot Food / Drinks which require hot water – use hot tap on coffee machine
- Keep drinks in refrigerator stocked (more in the storage room or storage refrigerator).
- Make sure there is enough thawed food for the shift (cheeses, burgers, hot dogs, hamburgers, fries, etc.)
- Verify that there is enough cheese and chili in the dispensers. If refill is required, please notify the snack bar manager and write it down on the shopping list.
- Note: Shopping List will consist of items not in the Snack Bar and Storage under Scorebooth #1.

Snack Bar Closing Procedures – Volunteers/Parent Workers

Snack Bar MUST remain open for 20 minutes after completion of last game.

Make “Last Call” for grill and hot foods at the END of the final game.

Parent Worker, together with closing Board Member are together responsible that the Snack Bar is closed properly and the following is accomplished.

Please DO NOT leave your shift until all the following procedures are completed, and the Snack Bar is stocked, clean and orderly.

General:

- Wrap uncooked hot dogs & cheese in foil and put in refrigerator. Place uncooked hamburgers in freezer.
- Place ketchup, mustard, milk, back in refrigerator. Put away all condiments for condiment bar.
- Turn grill and fryer circuits off. Turn off coffee machine.
- Clean coffee machine and parts.
- Clean floor.
- Close and secure front window.
- Empty trash after everything has been thrown away and dispose in trash bin in parking lot.
- Write down any items that need to be ordered.
- Verify final money drop with Board Member.
- A Board Member will assist in the closing and lock up.

Fryer:

1. Make sure the fryer AND circuit breakers are turned off.
2. If oil is low or unusable, empty old oil into disposable container and refill new oil to H line.
3. Wipe fryer down with warm, soapy cloth.
4. Wash baskets in warm soapy water, set to dry.
5. Cover vats with aluminum foil.
6. Turn off warming light, clean all pans and grates.

Grill:

1. Make sure the grill AND circuit breakers are turned off.
2. Scrape and remove all food residue and oil from grill and empty grease box located under grill. Clean grill – Scrub with pads and heavy spatula or cleaning tool..
3. Wipe down grill with warm, soapy cloth.

Refrigerator / Prep Counter:

1. Restock Water, Soda & Gatorade.
1. Put unused buns in fridge.
2. Move unused fries from fridge to freezer.
3. Properly seal and store lettuce, tomatoes, onions and cheese in fridge.

Freezer:

1. Restock, hamburger patties, French fries and hot dogs as needed.

Countertops / Condiment Bar:

1. Remove all condiments and supplies from bar outside located outside of the Snack Bar and put away in appropriate places.
2. Wipe down counters and wash any dirty dishes, utensils and pans.

General Rules and Opening Procedures

1. Board Member will set up cash register/drawer.
2. If you have not worked the Snack Bar before:
 - a. Read opening and closing procedures
 - b. Familiarize yourself with where things are stored in the snack bar and price list.
3. Only workers 16 years or older are allowed in Snack Bar.
4. Only workers, volunteers and board members are allowed in the Snack Bar.
5. Sign in (sign-in sheet is in folder under register)
6. Put valuables in your car and out of sight.
7. Make coffee as per instructions.
8. Wipe all counters with warm, soapy cloth or cleanser.
9. Verify First Aid supplies are stocked and available (ice packs, First aid kits, etc.)
10. Check Bathrooms – toilet paper is stored in store room under Scorebooth #1.
11. Hang up chip bag display on rolling window.
12. Coverage of Snack Bar MUST always have 2 or more volunteers and one of them must be a trained parent/adult.
13. The Snack Bar MUST be closed by a board member.
14. Positions:
 - a. Front Counter: handles money and takes orders for food and drink.
 - b. Grill: prepares uncooked foods.
 - c. Back Counter: handles fries, builds hamburgers/hot dogs per order,
15. NO FREE FOOD TO ANYONE unless approved or instructed by Snack Bar Manager or Managing Board Member..
 - a. If permitted, fill in free food log located in the Snack Bar folder.
16. If you run out of any items, write down the items needed on the shopping list located in Snack Bar folder.
17. Take boxes and full trash bags to dumpster in parking lot.

Cleanliness and Safety Precautions:

1. Wash hands.
2. Never handle food with bare hands, you must wear gloves.
3. It is required that all Snack Bar volunteers/workers wear a cap or hair net.
4. Clean counters, dishes, utensils, and containers continually with warm, soapy water.
5. Spills on the floor could create a safety hazard, pick/clean up spills immediately.

50/50 Volunteers' Instructions

1. Visiting team does 50/50 at the half way point in any given game. A parent from the visiting team is responsible to do 50/50.
2. Parent will draw the winning ticket before the last inning of the game.
3. Divide the proceeds in half, put ½ in envelop for winner, put other half of proceeds in the league 50/50 envelop. complete label with date, division, game. Sign and drop in safe under counter. – please be sure to complete the label accurately.