

Marx Stadium Concessions

PROCEDURES:

VOLUNTEERS, THANK YOU FOR HELPING AT THIS EVENT! WE WILL BE STORING ALL OF THE BOOSTER SUPPLIES IN THE BACK ROOM. YOU SHOULD BE ABLE TO ROLL EVERYTHING UP ON THE BLACK ROLLING CART. WE ALSO HAVE 3 SHELVES, 2 DRAWERS AND 2 CABINETS MARKED SPORTS BOOSTERS FOR PAPER SUPPLIES

PLEASE DO NOT USE ANYTHING MARKED WHIP.

PLEASE USE THE ROLLING CARTS TO BRING ITEMS OUT FOR EACH EVENT AND TO RETURN SUPPLIES TO THE BACK ROOM AT THE END OF THE NIGHT.

***SPECIAL NOTE-** WE WILL ONLY USE THE COOLER MARKED FOR SPORTS BOOSTERS. THE OTHER TWO COOLERS AND ITEMS IN THE MIDDLE ROOM BELONG TO WHIP. –PLEASE DO NOT USE THEM!

AT THE END OF EACH EVENT WE ASK THAT YOU CLEAN EVERYTHING AND MAKE SURE IT LOOKS THE WAY IT DID BEFORE YOU STARTED.

WE ALSO ASK THAT YOU RESTOCK THE COOLERS WITH DRINKS FROM THE BACK ROOM TO OUR FRONT COOLER.

If you have any questions please contact, Asst. Athletic Director Evan Ivory.

CONTACT INFORMATION:

EVAN IVORY-ASST. ATHLETIC DIRECTOR

Cell: 937-474-5533

Meg Dietz-CONCESSIONS COORDINATOR

Cell: 502-4264

OPENING THE CONCESSIONS

*SOMEONE FROM THE ATHLETIC DEPT. WILL BRING YOU THE MONEY BOX.

PIZZA ORDER: (Walnut Athletics staff will make this order or direct you when to)

- CALL THE **NORWOOD LAROSA'S ORDER LINE 351-2316** AND SAY THAT YOU ARE ORDERING FOR WALNUT HILLS HIGH SCHOOL.
- **YOU WILL NEED TO GIVE THEM: A CELL PHONE # AND ADDRESS-3250 VICTORY PKWY-TELL THEM TO COME TO THE STADIUM. (ASK THEM TO SEND PLATES, NAPKINS, STERNO AND PLASTIC SPATULA WITH EACH ORDER AND TO CUT INTO (8) EQUAL PIE SLICES).**
- MINIMUM ORDER IS 5 PIZZAS. **PAY FOR PIZZA OUT OF THE CASH BOX.** LEAVE RECEIPT IN CASH BOX. TIP THE DRIVER \$1.00 PER PIZZA (WRITE TIP AMOUNT ON THE RECEIPT). PIZZAS COST \$7.00 FOR CHEESE AND \$7.50 FOR PEPPERONI.
- KEEPING THE PIZZA WARM- THERE IS A WARMER, BE SURE THAT THE STERNO IN THE BACK OF THE BOX IS LIT. THERE ARE MATCHES AND EXTRA STERNO.
- DELIVERY TAKES UP TO 30 MIN.

NACHOS SET UP: (Walnut Athletics will most likely not sell nachos)

- LOAD THE MACHINE WITH THE CHEESE. IF THE CHEESE HAS BEEN REFRIGERATED MICROWAVE IT FOR ABOUT 8 MINUTES TURNING IT EVERY 2 MINUTES. IT JUST THREADS THROUGH THE MACHINE. **(DIRECTIONS POSTED ON WALL BY MACHINE).**
- PLUG IN THE MACHINE. **THE MACHINE IS ON WHEN IT IS PLUGGED IN.**
- SERVE THE PORTION SIZED CHIPS/TRAY/CHEESE

HOT DOG START-UP:

- PLUG IN “GRILL” AND TURN ON. **MAKE SURE THAT YOU PLUG THE MACHINE INTO THE OUTLET MARKED, SO AS NOT TO BLOW A FUSE.**
- GET DOGS, BUNS, AND CONDIMENTS FROM FRIDGE. PLACE HOT DOGS ON THE “GRILL”. (THEY TAKE AT LEAST 20 MINUTES TO COOK). YOU CAN MICROWAVE THEM IF NEEDED.
- PUT CONDIMENTS OUT.
- IF YOU ARE EXPECTING A BIG CROWD, IT MAY BE QUICKER SERVICE TO COOK THE HOT DOGS, WRAP THEM IN ALUMINUM FOIL AND HOLD IN ONE OF THE STYROFOAM COOLERS-THEN SERVE AS NEEDED.

POPCORN SET-UP:

- FOLLOW THE DIRECTION ON THE MACHINE FOR TURNING AND POPPING.
- WE ARE USING PRE-MEASURED OIL AND POPCORN.
- **KEEP THE DOORS ON MACHINE OPEN WHILE POPPING.**
- POP WHAT YOU THINK YOU WILL NEED, START WITH 1 OR 2 BAGS.

CANDY AND CHIPS:

- PULL CANDY FROM VERY BACK ROOM. **(ALL CANDY IS STORED ON THE ROLLING BLACK CART IN THE BACK ROOM).**
- CHIPS ARE STORED ON ROLLING BLACK CART IN THE BACK ROOM.

DRINKS:

- **ONLY SELL THE DRINKS FROM THE COOLER MARKED SPORTS BOOSTERS!-RESTOCK FROM BACK ROOM.**
- START COFFEE AND HOT WATER FOR HOT CHOCOLATE.
- PUT OUT SUGARS, CREAMER, AND STIR STICK.

CLOSING THE CONCESSIONS

PIZZA CLEAN-UP:

- **MAKE SURE THAT THE STERNO IS OFF!**
- WIPE DOWN THE WARMER.

NACHO CLEAN-UP:

- **UNPLUG THE MACHINE.**
- REMOVE THE CHEESE FROM THE MACHINE (**BE CAREFUL THE MACHINE WILL BE WARM**).
- TIE OFF THE HOSE OF THE CHEESE.
- REFRIGERATE ANY LEFTOVER CHEESE IN THE FRIDGE.

POPCORN CLEAN-UP:

- TURN OFF THE MACHINE AND **UNPLUG IT.**
- WIPE OUT & CLEAN THE MACHINE THOROUGHLY (TRAYS ARE REMOVEABLE)

HOT DOG CLEAN-UP:

- TURN OFF THE MACHINE AND **UNPLUG IT.**
- WIPE OFF THE GRILL AND CLEAN ANY UTENSILS USED.
- REFRIGERATE THE HOT DOGS, BUNS, AND CONDIMENTS (THEY GO BACK INTO THE FRIDGE).

CANDY AND CHIPS:

- PLEASE PUT CANDY, CHIP, COOKIES, FRUIT SNACKS ETC. ON THE ROLLING BLACK CART IN THE BACK ROOM.
- **(PLEASE DO NOT PLACE ANYTHING ON THE FLOOR!).**

DRINKS:

PLEASE RESTOCK THE **SPORTS BOOSTERS** DRINKS COOLER AT THE END OF NIGHT & MAKE SURE THAT YOU USE THE DRINKS FROM THE BACK ROOM. THERE IS AN EMPTY CART TO USE FOR RE-STOCKING.

- PUT CUPS, MIXES, SUGAR, AND CREAMER ETC. BACK IN THE BOOSTERS CABINETS UNDER THE HOT DOG MACHINE.

*WIPE DOWN COUNTERS AND MICROWAVE. **SWEEP FLOOR AND MAKE SURE THAT EVERYTHING IS BACK WHERE IT BELONGS.**

***TAKE TRASH OUT OF CONCESSIONS!**

*SOMEONE FROM THE ATHLETIC DEPT. WILL LOCK THE CONCESSIONS AND TAKE THE MONEY.

THANKS!! THANKS!!

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