

Christopher Athletic Complex 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

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!

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 help make this order)

- 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.

HOT DOG START-UP: (most likely will not have the roller, maybe a microwave)

- 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: (most likely will not have popcorn setup at Christopher Athletic Complex)

- 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:

- 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.

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. IN THE CABINETS

DRINKS:

PLEASE RESTOCK THE AT THE END OF NIGHT.

- 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.**

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

***TAKE TRASH OUT OF CONCESSIONS!**

THANKS!! THANKS!! THANKS!! THANKS!!