

Concession Set-Up/Tear-Down Instructions

Set-up

- The drink cooler, the concession snack cabinet, the Keurig/first aid cabinet and the cabinet with the coffee supplies should be unlocked. If not, ask the gate worker to unlock them or you can find the combinations inside the binder which can be found in the cabinet with the scoreboards. The cash box for the concession stand is located in the concession snack cabinet.
- Open the concession window and place the hot dog and coffee supplies on the pass-through counter. Ketchup and mustard should be in the refrigerator on the right. Coffee supplies should be in the top cabinet to the left of the sink. Pull out a selection of Keurig coffee pods as well. Also put out some napkins. These will be in the cabinet with the candy. Keep the coffee cups back with the candy and chips so guests do not assume that coffee is free.
- The Keurig is stored in the bottom cabinet to the left of the stove. Set up the Keurig on the counter and make sure the water reservoir is full.
- Set all candy and chips on the kitchen island counter for sale. Place one concession price list on the window counter and one on the island counter next to the cash box.
- Hot dogs and buns are stored in the refrigerator that is NOT marked "Kings Local Food Service". They are marked "Boosters". Hot dogs can be cooked in the new microwave. We no longer use the crockpot to cook them.

Cash/cash log

- **ADULTS ONLY should be handling the cash. Children like to work the concession stand and that is fine but we need adults to be responsible for the cash.**
- If you are opening the concession booth for the day, you should have \$100+ in bills not including coins in the cash box. It may be off by 5 or 10 dollars and that is fine. Please record the amount on the cash log. When the next volunteer comes in agree on the amount that is in the cash box and record that amount on the log. Do not worry about counting the coins. The volunteer for the last shift should record the final amount on the spreadsheet and put all cash in the Ziploc bags and put them in the gray cash box on the MPR wall.

Tear-Down

- Empty the Keurig water reservoir and put it away in the cabinet.
- Return all concession items to the cabinets.
- Put the empty cash box in the concession snack cabinet and close and lock all three Booster cabinets. Lock the drink cooler
- Place the blue binder in the Boosters cabinet by the stove. Do NOT lock it in the snack cabinet
- **Any questions, please call Lara Reder 513-227-2799.**