

# Hello Concession Stand Volunteers!

## PLEASE READ

Concession stands now have an IPAD with the PayPal System. Please use this as your register for ALL sales (we accept check, cash, card, apple watch).

This tracks all sales and stock.

IPAD has a sticker with the log in information!

### • **START-UP PROCEDURES**

*For smaller events, worker discretion on hot dog and pizza sales.*

#### ○ **HOT DOGS:**

- Plug in the hot dog warmer.
- Put on plastic gloves (this is mandatory for handling and serving prepared/cooked, food products).
- Use tongs to place dogs on the warmer, and when removing.
- Turn on the machine and make sure the front and rear temperature controls are turned to the 11 o'clock positions (+/-).
- Once the hot dogs have been on the warmer for a while (*they will become darker in color*), adjust temperature controls to approximately the 4 o'clock position (+/-) to avoid splitting while keeping them warm.
- Wrap hot dogs in sheet of aluminum foil or put in hot dog labeled wrappers.

#### ○ **FLAT-TOP PIZZA WARMER:**

- Plug in the flat-top pizza warmer.
- Follow the operation instruction posted on the wall to ensure the unit is turned on and the temperature control is at the 1 or 2 o'clock position to keep pizza (still in the box) warm for serving.
- As noted, once you receive pizza, place the entire box directly on the flat-top warmer, leave the pizza box closed until filling customer orders.
- Put on plastic gloves (this is mandatory for handling and serving prepared (cooked) food products) before serving pizza.
- Use large tongs to place desired pizza slices on Plates or pizza boxes for serving (Plates/boxes are located on the shelf directly below the flat-top warmer, more are in the storage room).

#### ○ **PLACING PIZZA ORDERS:**

- The LHS Athletic Department will place pizza orders for you please contact 816-736-5342 to discuss details for the evening on pizza times, amounts and deliveries. After hours call 816-522-2030, or 816-520-6947.

- **POPCORN:**
  - Plug in the popcorn machine.
  - Open the glass doors and turn on all 3 switches.
  - Put on plastic gloves (this is mandatory for handling and serving prepared (cooked) food products).
  - After the kettle warms up you can add the oil portion of the popcorn/oil package in to the kettle.
  - Wait a minute or two, then carefully cut the corner off the popcorn portion of the package and add the corn to the kettle.
  - Once the popping slows down, dump the popcorn out of the kettle (to avoid burning)
  - Add popcorn salt to the freshly popped corn and stir up the popcorn or set salt out for customers to salt their own.
  - Fill popcorn containers and serve.
  
- **PRETZEL MAKER:**
  - Plug in the pretzel machine.
  - Turn on switch to begin warming.
  - Put on plastic gloves (this is mandatory for handling and serving prepared (cooked) food products).
  - Heat up a few pretzels in microwave (20 seconds each and hang to keep warm) pull to serve. Spray with water spritzer and add salt or cinnamon as needed.
  
- **NACHO CHEESE CUP WARMER:**
  - Plug in the warmer and ensure the switch is in the “ON” position (located on the back of the warmer).
  - At the end of the event, leave unsold cheese cups in the warmer and restock the machine so it is full.
  - Unplug the warmer at the end of the event.
  
- **COFFEE MAKER (KUERIG IF YOU HAVE ONE IN STAND):**
  - Keep the Coffee pod holder behind the counter. Sell Pods for \$1.00 and hand to the buyer.
  - Place Kuerig on the outside of the concession stand, at the beginning of the evening, for customers to handle coffee for themselves.
  - Make sure throughout the concession opening hours the Kuerig water canal is full.
  - Plug in.
  - 20 minutes prior to close bring the Kuerig back inside and store by the sink.
  
- **CONDIMENTS:**
  - Place the “Condiment’s Supply Tray” next to the left side of the concession stand rolling door opening so customers can access condiments and napkins.
  - Restock tray as needed.
  
- **CHIPS & CANDY:**
  - Place one bag of each of the various chips in the “Chip Display” for display purposes...keep the “Chip Display” back on the rear portion of the counter.
  - Place one piece of each of the various candies in the labeled slot in the “Candy Display”, for display purposes...keep the “Candy Display” on the rear portion of the counter.
  - In the case of bubble gum, we sell 2 for a \$0.50...display container next to “Candy Display”.
  - Pull chips & candy from supplies under the counter to fill customer order.
  
- **SHERIDANS (if we have them available):**
  - Brad Newland a sponsor of Liberty High School is in agreement with LHS/LPS to sell custard out of our concession stands. A portion of the proceeds are given to our groups and clubs. We appreciate our sponsors very much and they are a priority for us.

# CLOSING INSTRUCTIONS

- Ensure that **all** countertop equipment is unplugged at the end of your concession event.
- Clean **ALL** equipment (i.e., Popcorn Machine, Hot Dog Cooker, Pretzel Warmer), countertops (wipes provided) and dirty utensils (sink and soap). Also, please sweep the floor at the end of the event.
  - We suggest you turn off the popcorn machine, hot dog warmer, pretzel warmer approximately 20 to 30 minutes prior to closing the concession. That way the equipment will be cool enough to clean after closing the concession stand rolling door.
- **PLEASE RESTOCK THE BEVERAGE COOLER (in front of concession stand AND in back) AT THE END OF YOUR EVENT SO IT IS STOCKED AS FULL AS POSSIBLE!** That way we will be prepared/positioned to host the next event.
- **Please set full trash bags tied right outside the door for the custodians OR place in a large trash can on the track and put NEW bags in the trash cans.**
- If we are out of items please e-mail [Tricia.Middleton@lps53.org](mailto:Tricia.Middleton@lps53.org) or [Jason.Cahill@lps53.org](mailto:Jason.Cahill@lps53.org) with what needs stocked and at what stand.

**SPECIAL NOTE:** *Any prepared or hot food (i.e., popcorn, hot dogs, and pizza) can be sold at a discount, given to your fellow volunteers or give the items to the LHS Custodial Personnel.*

*If there are any issues, please find a gate worker/administrator to assist you in reaching the correct personnel to assist you*

**THANKS FOR YOUR HELP!**