

Concession Stand Preparation and Duties

Concession Manager

4 hrs prior to event (or can do night before)

	Cheese in warmer/dispensers
	Hot dog buns put out to thaw (Inventory Mgrs usually stocks stands w/buns)
	Beverages in refrigerator/coolers

1.5 hrs prior to event

	Start hot dogs (2 knobs @ 200-250; toggle switch on; drawer @ 150)
	Turn on large urns--if making hot drinks (Gauge at 7 for cocoa, 10 for coffee)
	Review inventory list for supply needs
	Begin stocking concession stand (volunteers can help when they arrive)
	Cash in drawers

1 hr prior to event

	Volunteers arrive; assign to duties and train
	Complete stocking/prepping concession stand (volunteers help)

Volunteer Duties

Before and during event:

	Stocking candy and supplies
	Putting out condiments and napkins
	Hot Dogs - cooking and putting in buns, wrapping foil and putting in warmer
	Putting nacho chips in trays (wait for customers to order before adding cheese)
	Refilling cheese dispenser when empty
	Making popcorn and boxing
	Making cocoa and coffee
	Cash drawer

Clean up after event:

	Cash sales -- 2 count drawers (use Cash Activity Reconciliation Form)
	Restock concession stand for next event
	Turn off and clean popcorn machine (vinegar spray for glass)
	Turn off and clean hot dog cooker (surface w/water only; racks/trays in sink)
	Turn off and clean coffee/cocoa urns (fill with hot water and scrub w/brush)
	Turn off cheese dispenser; store unused cheese in refrigerator
	Wipe off counters
	MGR(S): If Home & Visitor sales, prepare combined cash reconciliation;
	Count out seed money, prepare deposit slip, and deposit sales w/in 24 hrs.