

Introduction

Thank you for volunteering your time. This concession stand is the primary fundraiser of the Lake Mills Music Parents. All the funds we raise go to directly support our school music programs in a variety of ways.

Opening the Stand

When opening the stand, please arrive 1 hour before the start of the first game. You should have the stand open by 30 minutes before the start of the game.

- First, unlock the doors to the stand and the closet. If you don't have keys, find the custodian on duty and he'll open them for you.
- **Walking Tacos:**
 1. Place a slow cooker bag in the crock pot.
 2. Get the taco meat from the white refrigerator and put it in the pot. You can also pre-heat it in the microwave if necessary.
 3. Set the crock pot temperature to high. Adjust the temperature to low when the meat is thoroughly heated.
 4. Get the serving spoon and trivet from bottom drawer under the right end of the back counter.
 5. Get several bags of Fritos from the box below the counter and place them on the counter in front of the crock pot.
- **Hot dogs:**
 1. Plug in the hot dog machine.
 2. Turn the roller switch to On.
 3. Set the temperature dial for the red rollers to "High Heat".
 4. Set the dial for the blue rollers to "Hold Warm".
 5. Get two packs of hot dogs from the white refrigerator and place them on the red rollers. When they are fully cooked, move them to the blue rollers.
 6. Get the tongs from the middle drawer under the right end of the back counter.
 7. Get buns from white refrigerator and place on the counter next to the machine.
 8. Get foil wrappers from the cart and place them on the counter.
- **Nacho Cheese (for chips and pretzels):**
 1. Plug in the nacho cheese warmer and turn it on. The switch is on the back on the bottom.
 2. Get the chip and pretzel trays from the cart to the right of the silver refrigerator. Place them on the counter to the right of the warmer.
- **Popcorn:** Start the first batch of **popcorn**. You should make at least two batches to start with. Follow the recipe on the side of the machine.
- **Pretzels:**
 - Pre-make a few. Follow instructions on cart. Place in warmer below the popcorn machine.
 - Microwave for 50 seconds.
 - Put salt on plate.
 - Spray with water

- Dip in salt
- Candy: Place candy on counter
 - Dollar items on left. Other items to right.
- Place beverages on counter
 - One of each to right of dollar items
- Place condiments, napkins & forks on our small white table outside of the stand. Condiments include ketchup and mustard for hot dogs. Salt for popcorn. Salsa, sour cream & cheese for walking tacos.
- Open door for business. Put the sign out at the intersection of the hallways to the gym and the concession stand.

Running the Stand

- You want to make sure have enough hot food for peak periods, especially popcorn. The busiest time will be half time of each game. You should occasionally send someone to check on the game and see how close you're getting to half time.
- Keep candy stocked. Back stock is in center cupboard below back counter. Additional back stock in the closet.

Closing the Stand

It's very important that we clean the stand thoroughly after every event. The high school uses the space for student breakfast and we need to leave the space clean for them.

You can start shutting down the stand after half time of the final game. Leave the candy and drinks on the counter until the end so you can continue to sell them as you're shutting down.

- **Popcorn Machine:**
 1. Bag all of the remaining popcorn left in the machine. Place the bags on the counter so you can continue to sell them as you shut down. If any bags remain, give one to the custodian on duty. You can take any other remaining extra bags home for yourself and your family. Avoid giving them away to customers. We don't want people in the habit of waiting for the free popcorn at the end of the night.
 2. Clean off the bottom inside of the machine with paper towels from our cart. Wipe all kernels and pieces of popcorn into the holes on the bottom.
 3. Remove the tray from the bottom of the machine and empty the contents into the trash.
 4. Clean the glass sides and doors with glass cleaner and paper towels. The glass cleaner can be found below the sink on the left end of the back counter.
 5. Place the machine and all supplies back on to the cart.
- **Walking Tacos:**
 1. Turn off the slow cooker and unplug it.
 2. Put any leftover meat in a zip lock bag. The bags can be found in the bottom drawer under the right end of the back counter.
 3. Put the bag in the white refrigerator.
 4. Throw away the used slow cooker bag.

5. Clean the serving spoon and trivet. Return them to the middle drawer under the right end of the back counter.
 6. Return any unused Frito bags under the counter.
- **Nacho Cheese:**
 1. Turn off the nacho cheese warmer. The switch is on the bottom center of the back side of the warmer.
 2. Unplug it from the wall. You can leave the cheese cups in the warmer.
 - **Hot Dogs:**
 1. You can take any extra hot dogs home for yourself and your family.
 2. If there are a lot left, you can place them in a zip log bag and put them in the white refrigerator
 3. Turn both temperature dials to off.
 4. While the rollers are still rotating, take a damp paper towel and wipe off each roller.
 5. Switch off the rollers when finished.
 6. Unplug the machine.
 - **Candy:** Return all candy to the cabinet under the center of the back counter.
 - **Beverages:** Return all beverages to the silver refrigerator.
 - **Condiments:**
 1. Return all condiments from the table outside the stand to the white refrigerator.
 2. Return the forks & napkins to the cart to the right of the silver refrigerator.
 - **Counters:** Wipe down the front and back counters with surface cleaner and paper towels.
 - **Floors:**
 1. Sweep the floors making sure to pick up all popcorn kernels.
 2. Mop the floors with the Swiffer Wet Jet mop.
 - **Doors:** Make sure both the stand and closet doors are locked before you leave. If you don't have keys, find the custodian on duty and he'll lock them for you.