



YORK SUBURBAN ALL-SPORTS BOOSTER CLUB

www.ysboosters.org

YORK SUBURBAN BOOSTER CLUB INDOOR CONCESSION STAND PROCEDURES

THANK YOU FOR VOLUNTEERING TO RUN THE STAND FOR THIS EVENT

1. Report to the stand 30 minutes prior to the start of the scheduled event. Some events require additional set up time. Check with your team rep or Booster Club Scheduler to verify your start time. **Work teams will be encouraged to bring a food and/or dessert item to sell at the stand for each event. All donated food means 100% profit for the Booster Club. Crock Pot items (Mac n Cheese is a great seller) and individually packaged baked goods that we can sell for .50 are preferred.**
2. Set up tables by front entrance of auditorium by ticket booth.
3. Ask an Athletic Director or custodian to unlock the door behind the ticket booth where the concession items are stored.
4. Roll out the small fridge, the hotdog roller and large candy cart. Plug in fridge and hotdog roller. Extra electricity is available through the ticket window into the storage closet.
5. Turn hotdog roller on high and add hotdogs. Monitor temperature as roller gets hot and hotdogs begin to cook.
6. An Athletic Director will give you a cash drawer. **Count starting cash and record on deposit slip.** Drawer should contain \$150 in cash and rolled coins. Loose change is **NOT** counted or part of the \$150.
7. Close stand during or after last quarter, period or match.
8. Wrap all cooked food and try to sell or give away to Suburban athletes or parents. Candy and drinks should **NEVER** be given away. Unused food can be wrapped and put back in the storage room. Clean tables, hotdog roller and utensils. Roll all items back into storage room with small fridge going in last and plugged in. Small fridge should be restocked with drinks from the larger refrigerator or warm drinks that are in cases.

9. Count cash, leaving \$150 in bills and rolled coins in the drawer. Loose change does not need to be counted. **Fill out a deposit form and record the total dollars in the ledger book. The deposit form and profit should be sealed in an envelope and given to the Athletic Director when they come to collect the drawer at the end of the event.**