



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 45 minutes prior to the start of the scheduled event (5:15 pm for a 6:00 pm event). Some events require additional set up time. Check with your team rep to verify your start time. **Work teams are encouraged to bring a food and/or dessert items 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 can sell for .50 are preferred.**
2. Set up tables by front entrance of the auditorium in front of the unused 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. Get hot dogs and condiments from the big refrigerator. Plug in fridge and hotdog roller. Extra electricity is available through the ticket window into the storage closet. There are extension cords available.
5. Turn hotdog roller on high and add hotdogs. Monitor temperature as roller gets hot and hotdogs begin to cook. When the hot dogs begin to cook turn the hot dog roller down in temperature so you don't overcook them.
6. Plug in the small crock pot and place a crock pot liner bag in the crock pot. Pour in some nacho cheese into the liner and turn the crock pot on high. Refrigerate any unused cheese.
7. If you decide to sell pizza at the stand during the game have someone run to Little Caesars Pizza to buy the pizza. Usually 2-4 pizzas is enough. Use the cash in the drawer to purchase the pizza and then place the receipt with the deposit slip at the end.

8. An Athletic Director will give you a cash drawer. **Count starting cash and record on deposit slip (2 people).** Drawer should contain \$150 in cash and rolled coins. Loose change is **NOT** counted or part of the \$150.
9. Close the stand during or after last quarter, period or match. If the away team is a team that has traveled a long distance, keep the stand open until the end of the game or match.
10. 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.**
11. Count cash (2 people), leaving \$150 in bills and rolled coins in the drawer. Loose change does not need to be counted and may be left in the drawer. **Fill out the deposit slip and record the total dollars. The deposit slip 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.**