

# CONCESSION STAND PREP

## OPENING:

1. Turn on all lights
2. **Make coffee.**
  - a. put all coffee items on the table in the hallway (creamer, sugar, stirrers, napkins).
  - b. Make **HOT water** for cocoa
3. Open concession windows
4. **Place candy on counter**
5. **Make popcorn**
6. **Set up hot dog station:** buns, napkins, hot dog boats, tongs and/or gloves. Turn on hotdog machine at 10:30. Make 6 hot dogs to start. When there is only one left cook more hot dogs.
7. Put hot dog condiments (ketchup, mustard, relish) on table outside stand (by coffee sugars, etc.).
8. 10:30 a.m. **Order Pizza (see sheet).** Turn on pizza oven to heat up.

## DURING SERVICE:

1. When there are no customers, **replenish beverage cooler** neatly. There should be two – three levels of Gatorade, one level of soda pop and water on the top.
2. Replenish candy, chips, soda, water, coffee cups, straws, napkins, etc.
3. **Clean up all counters!!!!**
4. Clean up coffee area inside **and out** by the coffee things and hot dog condiments.
5. Clean up sinks.

## CLOSING

1. **Bank: count out beginning bank (100.00), tally any payouts and count remaining profits (see bank sheet) and put** under hot dog counter, closed, locked.
  
2. **Hot dog machine:** Eat, offer or throw out old hot dogs!
  - a. **Keep power on** for cleanup: Use a damp paper towel and rub across all the rolling grills to clean off. **You must do this a few times until no hot dog residue remains using a clean cloth/paper towel each time.** Turn off.
  - b. Put away excess supplies. RESTOCK BEVERAGES.
  - c. Put condiments in small refrigerator under the counter.
  - d. MAKE SURE HOT DOGS IN REFIG ARE WELL WRAPPED...we cannot sell hot dogs that are not properly stored.
  - e. Wash tongs and any other utensils in hot soapy water.
  
3. **Popcorn machine:**
  - a. Clean out all the popped corn.
  - b. Clean under and around the machine throwing out loose popcorn.
  - c. Wash the scoop with hot soapy water.
  - d. Put all supplies neatly under the popcorn machine counter.

**4. Coffee machine.**

- a. Turn off.
- b. Rinse out all pots, clean with hot soapy water and re rinse.

**5. PIZZA**

- a. Turn off pizza oven. Eat, offer, or take pizza home!
- b. Wash knife or spatula in hot soapy water.

**6. Slushy machine:** clean around and under. Clean out spill cups under each spigot.

**7. General cleaning:**

- a. **Clean off all counters with damp soapy cloth or cleaning fluid and paper towels, wipe dry.**
- b. **Sweep floors.**
- c. **Remove garbage to garbage bins.**

**8. Go out to the gym and help clean up.**