

Preseason duties

Once the Varsity and the JV teams are formed the head coach will email you a list of the players. This usually occurs on a Thursday night. You need to complete the concession stand donations list and the work schedule by Saturday or Sunday so it can be put in the parent/player packets for the parent meeting on Monday. Get enough copies of the handouts so every parent/player will get one. The handouts should be delivered to the person putting the packets together for the parent meeting. The Varsity parents are scheduled to work during the JV games and the JV parents work during the varsity games. Admission workers need to arrive by **4:30** p.m., all other workers can come at 4:45 for the JV game. If possible, schedule an experienced worker with someone who has not worked the concession stand before. Two workers in the concession stand, two at the grill and one at the admissions table for each game. (more if you are playing PC). Schedule the donations to be dropped off at the concession stand the same day as field clean up is scheduled. This is crunch time, and it will take several hours to complete. Try and distribute the work schedule evenly between the families and keep the donations to around \$20 per player.

Put a copy of the team roster, concession stand schedule and contact information for all the parents in the concession stand by the phone on the wall. It will come in handy if someone fails to show up for their shift.

Check with the person who ran the concession stand in the fall during the boys season and see if there is any leftover product for you to sell.

You will get \$150 as start up money from the treasurer and the cash box from the boys concession stand organizer. Use the money to buy anything needed that was not donated and to have change for the first game.

Request a donation from the Meijers store on Westnedge and Kilgore. The contact person for this is Candy Hook . Her email is HookC@Meijer.com Go to the service desk and ask for a donation request form then email Candy and let her know you have completed the form. Meijer has been very good about quickly following up with the donation of a gift card to be used in the store...usually \$100. Follow with a thank you note if a donation is received.

Create an email list on your computer of all the players/parents on both the JV and Varsity teams so you can send out weekly reminders for the concession stand duties, donation drop off, etc. I usually did this on Sundays.

General Duties

Shop for the concession stand when items are needed. You can get most everything you need at Sam's. If making purchases at GFS say you are with Portage Northern and you will get a 5% discount. Make sure there is enough change for the games. Give the treasurer money to deposit half way through the season (usually prior to the booster meeting that occurs half way through the season.). Attend booster meetings when able. Keep track of all expenses and profits of the concession stand. Return empty pop cans and recycle plastic bottles. Do a season summary for the Booster Club at the end of the season.

Game day duties

Around noon, go to the concession stand and plug in the nacho cheese machine. It takes about 4 hours for the cheese to heat up. If serving chicken sandwiches, defrost any needed for the game (I usually would do 10 per game) and marinate in Italian dressing. If serving brats, defrost about 6 per game.

Go to the grocery and pick up any items needed for the game that day. (i.e. tomatoes, lettuce, ice, buns, propane)

Arrive at the field around 4:00 and set up the concession stand for game day. Unlock the gate and men's and women's bathrooms. Set up the grill. Remove window boards. Get cash drawer set up. Be sure you have enough quarters and one's for every game. Make coffee. Put up menu sign. Set out recycle bins. Make sure your workers arrive. You will need to orient and instruct any parent new to the concession stand. Help out during busy times (i.e. half time of each game). Let the

announcers know what you are serving that night so they can make periodic announcements during the game.

Help close up the stand at the end of the night. Clean pop corn machine. Refrigerate unused nacho cheese. Return unused food/condiments to the refrigerator or freezer. Bring in recycle cans. Empty all trash. Do dishes. Lock up windows and doors. Take cash drawer home and count the money. Figure the profit for each game. Keep track of all the expenses.

***The announcers get a carafe of coffee before the start of the JV game. They have their own cups and will come and get more coffee if they need it. Al gets a bag of popcorn at the end of the night to take home to his wife.

Grill

We usually serve chicken sandwiches, hot dogs, brats, hamburgers and cheeseburgers. All the meat and the cheese are kept in a cooler by the grill on game day. There is a small freezer and refrigeration in the concession stand to store items when not needed. Tickets are given to the customers at the stand indicating their purchase which they then take over to the grill for their sandwich. You may choose what to offer from the grill. All menu choices and prices are up to you. The grill is stored in the men's bathroom. Always have an extra propane tank filled and ready for the grill. Double check the propane tank and

be sure it is turned off before leaving for the night. Remember to check and clean the grease trap to prevent a fire.

We served:

1/3 pound hamburgers from Sam's--frozen
precooked brats from GFS--frozen
5 oz portions chicken breasts from GFS--frozen
Ball park beef franks from Sam's--not frozen

Nacho's

As mentioned before, it takes about 4 hours for the cheese to warm up. Order the cheese from Klosterman Distributing (2930 Millcork Street, Kalamazoo, 381-0870). I just called them, told them what I wanted and went and picked it up. Just get the plain cheddar cheese....not nacho cheese. This cheese can be used for walking taco's also. You may reheat a cheese bag a total of **5 times** then it must be thrown away. During a typical season we do not sell a lot of nacho's. You will probably go through 2 bags for the season.

Drinks

Since the school has a contract with the Coke company, we only sell Coke products in the concession stand. Get small Gatorades to give to the ball runners. We go through a lot of water, Gatorade and pop. Lots of hot chocolate on a cold day and not very much coffee overall.

Popcorn machine

Make 3 batches when you open up the stand. It can take a while for the kettle to initially heat up. Turn the kettle off when you are not making popcorn....it will start to burn. Always leave the warming lights on. Don't fall behind on popcorn on a busy night. You don't get to many bags per batch (about 4).

Free food

Ball runners--get a free drink and a candy bar (or a \$1 item).
Announcers, our coaches, and refs--get anything they want.

End of the season

Close down the concession stand whenever it is convenient for you. We chose to do it when the team was closing the field for the season...(this way JD was given the chore of cleaning the grill:) Close down the concession stand for the summer by cleaning everything in the stand. Clean the grill. Empty the refrigerators and unplug them. Leave the refrigerator doors propped open. Unplug the freezer and prop open. Left over items can be returned to Sam's if not opened, passed along to the boys team and/or donated to the Portage Community outreach center on Centre Street, by the Dairy Queen.

Decisions about the concession stand are totally up to the person in charge (i.e. what to sell, how to schedule). The booster club allows you to run it as you see fit. However, all major purchases need to be run by the board before making them.

Call or email with questions, or if you need help.

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