

## **Northwood High School Boosters, Friends, Alumni and Associates Concessions Policies and Procedures # 3**

**SUBJECT:** Football Concessions Procedures

**DATE:** August 9, 2014

### **Opening:**

1. Fill out volunteer sheet and sign in.
2. WASH HANDS!
3. Unlock drink coolers and any cabinets necessary.
4. Make sure all counters are clean. Wipe down using disinfectant solution in spray bottle (one cap of Clorox to one gallon of water).
5. Begin heating necessary equipment (bun warmers, crock pots, coffee urn for hot water).
6. Check expiration dates on products to be used/served. Ensure that all are within the safe date range.
7. Calibrate thermometers by placing in a class of mostly ice and some water, wait 2 minutes and adjust setting to 32 degrees.
8. Heat hot dogs initially to 160 degrees internal temperature (use thermometer to verify temp). Hot dogs must be kept at a temperature of 135 degrees after initial heating.  
Hot dogs can be heated in microwave in a bowl of water if necessary.
9. Heat Nacho Cheese to 135 degrees and maintain this temperature in crock pot (use thermometer to verify temp). Cheese can be heated in microwave if necessary. If using individual cheese cups, follow directions on packaging.
10. Heat chili to 160 degrees and keep at 135 degrees (use thermometer to verify temp).
11. Turn on popcorn machine; allow approximately 5 minutes to warm up before popping popcorn.
12. Heat water for hot chocolate if necessary.
13. Count money in cash drawer. Verify starting physical bank matches starting bank from concessions money slip.
14. Set out candy for display.
15. Set up onions and coleslaw used for hot dogs. Place in ice bath at hot dog station.
16. Set out condiments for customer use (i.e., ketchup, mustard, relish, etc...).

17. Set out napkins for customer use.
18. Make certain all volunteers have read and signed all required forms.
19. Open up concessions window when ready to serve.

**Important Notes:**

1. Hair must be tied back or a hat worn when preparing food!
2. Hands must be washed each time you enter the concession stand!
3. Gloves must be worn whenever preparing food!
4. Keep counters and food preparing stations clean at all times!
5. Open containers or packages must be labeled with the date the container/package was opened.
6. Hot dogs must be used within 7 days of opening package. Processed foods (i.e. cole slaw) shall be used by the expiration date on the container.

**Closing:**

1. Turn off appliances (i.e. bun warmer, popcorn machine, pizza warmer, etc...).
2. Dispose of any unused, prepared food.
3. Wash all equipment/utensils in hot soapy water, rinse in clean water and sanitize in Clorox water by dipping. Allow to air dry or use paper towels. If paper towels are used, they may only be used for one item and then discarded.
4. Place lids on candy containers and place in refrigerator.
5. Lock drink cooler.
6. Wipe down all counters with disinfectant solution.
7. Count money in cash drawer, fill out concessions money slip and start a new one for the next events bank.
8. Place deposit money and completed money slip into blue bank bag and place in refrigerator.
9. Ensure all equipment is turned off
10. Lock refrigerator, turn off lights, turn down heat, and lock door