

NORTHWOOD HIGH SCHOOL BOOSTERS, FRIENDS ALUMNI ASSOCIATION

Concessions Policy and Procedures # 2

Subject: Concession Stand

Date: August 13, 2015

The NHSBFAA is responsible for organizing, scheduling, and maintaining the sale of concessions for all outside stadium, baseball stadium, and inside athletic activities.

The NHSBFAA has chosen to allow athletic teams to assist with concessions as a means to:

1. Raise funds for their athletic teams (Reference Policy #1)
2. Promote team building and allow parents to form bonds with coaches, players and other families.
3. Promote school spirit.
4. Provide service to Northwood High School and Chatham community.

2015-2016 Contacts

Athletic Director – Jason Amy: 919-548-0388

Concessions Chair– Lori Jasper: Concessions@NHSBFAA.org

Athletic Booster President: - Wendie Morris: President@NHSBFAA.org

Team Signup Procedures:

1. The NHSBFAA will receive the Fall, Winter, and Spring Sports schedules or any other event which will require the sale of concessions as soon as available from the Athletic Director.
2. Each sport for which NHS fields a team; that team will be encouraged to work a concessions for their sport during the school year. **NHSBFAA will not man any concession stands.** If the team does not man the concessions, the concessions will **not** open.
3. The team concession manager will be responsible for working with team parents and student athletes to staff the concessions. (See section #2 below for staffing)
4. The complete schedule will be sent to the head coaches and NHSBFAA Executive Board.
5. Due to the high attendance at football games, if 2 teams need to be scheduled to work, each team will receive credit.
6. If teams cannot work their assigned scheduled concession date, it is the responsibility of the team concession manager to notify the NHSBFAA Concessions Chair as soon as possible and **no later than 3 days before the scheduled date.**
7. Each team assigned to concessions will be responsible for assigning one person to complete concession training; how to open and close, responsibilities, and inventory.

Concessions

1. Every concession stand will start with a cash box with the following amounts of cash:
 - a. Baseball/softball: \$150
 - b. Inside Concessions: \$150; except Boys Basketball: \$300
 - c. Football: \$600 (more for Home Coming Game) all other events at football stadium: \$150
2. There is a minimum and maximum of people working a shift in concession stands:
 - a. Inside: Minimum: 2 adults – 2 NHS students
Maximum: 3 adults – 2 NHS students
 - b. Baseball/Softball: Minimum: 2 adults – 2 NHS students
Maximum: 3 adults – 3 NHS students
 - c. Outside Stadium (**football only**): Minimum: 9 - 5 adults – 4 NHS students
Maximum: 11 - 7 adults – 4 NHS students
 - d. Outside Stadium (**all other sports**): Minimum: 2 - 1 adults – 1 NHS students
Maximum: 5 - 3 adults – 2 NHS students
3. Football games may require 2 teams to participate.
4. All non-concession stand sales or competing products must be approved by Head Coach, Concession Chair and Athletic Director three (3) days prior to event date
5. Students must be at least 14 years old to work concessions.
6. Volunteers need to arrive at **least 30 minutes before the event ticket gates open!**
7. Volunteers are to remain at the concession stand until clean-up is complete...usually takes 30 minutes after concessions closes (see posted concession clean-up rules)
8. A representative from the NHSBFAA Executive Board will be at the concession stand at the end of the event/at closing to give direction on clean-up and to count funds.
9. A representative from the NHSBFAA Executive Board or the on-duty NHS Activities Director will deliver a cash box at the start of the concessions. A NHSBFAA executive board member will come to collect the cash box at the close of concessions.
10. **ONLY ADULTS SHALL HANDLE MONEY.** Please abide by this guideline—it helps keep pressure off the students.
11. Food service guidelines shall be followed. Gloves need to be worn when handling food. Those handling money should not handle food. **Please remember do not use food handling gloves, then handle money, and return to handling food with the same gloves. Hair restraints such as hats, hair coverings or nets, beard restraints, and clothing that covers body hair, that are designed and worn to effectively keep their hair from contacting exposed FOOD; clean EQUIPMENT, UTENSILS, and LINENS; and unwrapped SINGLE-SERVICE and SINGLE-USE ARTICLES.**

Concession Rules and Suggestions

1. It can be cold or extremely hot in the concession stand---please remind volunteers to dress accordingly.
2. If you are working in the concession stand, you do not need to pay admission.
3. Students who are not working and the children of workers should not be lingering around the concession stand. Only those working should be in the concession booth.

4. NHSBFAA is always willing to accept donations such as: paper plates, napkins, foam cups, coffee, hot chocolate, etc. If you have a donation or questions, please contact the NHSBFAA Concessions Chair or the NHSBFAA President.
5. If you have any problems while working the concessions, please feel free to contact one of the people listed above or, there is always a Chatham County Officer, NHSBFAA Board Member and/or the Athletic Director or his assistants on the grounds who should be able to assist you.
6. The NHSBFAA strives to maintain a profitable concession program to benefit the athletic teams at Northwood High School. We ask that workers are conscientious of the products we sell, minimize waste and do not allow give-away items.
7. These guidelines have been developed to help guide the NHSBFAA, athletic teams, coaches and volunteers in successfully managing the NHSBFAA concession stands. Decision and/or changes may occur with the approval Executive Board of the NHSBFAA.
8. Please do not allow volunteers to eat and drink in concession area when serving/handling food. Please step outside the concession area.

Approved on: _____
Date

Signature: _____
NHSBFAA President