

CLOSING PROCEDURES FOR CONCESSIONS

(Begins at half-time of the last game)

1. Clean the Popcorn Machine.
 - a. Bag any remaining popped popcorn. Stand the bags up in the white popcorn box and/or empty milk crate.
 - b. Turn off the warming light and unplug the popcorn machine.
 - c. Pull the garbage right up to the popcorn machine table so any small popcorn pieces that weren't bagged can be thrown away more easily.
 - d. **BE CAREFUL THE KETTLE WILL STILL BE HOT.**
 - e. Take the machine part and wash each piece in hot, soapy water at the kitchen sink. Take the metal hinged bottom off to remove the metal bottom of the machine. Empty the slide out tray (little black knob).
 - f. Wash and dry the metal parts, the scoop and the plastic oil cup.
 - g. Using a soapy rag (from the kitchen shelves, wipe out the blue bottom of the popcorn machine. **The METAL BAR IS VERY HOT!**
 - h. Again using a soapy rag, wipe the sides and back. Then wipe the sides with a dry rag so it will not be streaky.
 - i. Wipe off the oil jug and the table where the oil was sitting during the games.
 - j. Reassemble the machine; put the plastic cup and the scoop inside the machine.
 - k. Put the bag of popcorn seeds and the oil and seasoning salt on the cart shelf.
 - l. Wheel the popcorn cart back into the storage room.

2. Once the game is over and it seems like there will be no more sales, you can put any leftover hot dogs (no buns) or pizza on a plate and put them on the counter for the Friess Lake players to take (no charge). You can also offer to the custodian.

3. Any unsold popcorn can also be given away at the end of the night. If there is a lot of popcorn left, feel free to take some home or put it on the counter for the kids. But please make sure there are at least 2 or 3 bags for Mrs. Seymour. Her bags should have a second popcorn bag put over the top of the filled popcorn bag and can be left on the Office counter.

4. Unplug the hot dog machine and wipe the bottom and the spikes. Put the hot dog machine on the metal shelf, next to the pizza oven.

5. Unplug the cheese machine and wipe it off.
 - a. If there is another game during the week, the cheese can stay in the machine. Move the machine to the top of the tax freezer (in the corner) and plug it into the outlet that the popcorn machine had been plugged into.
 - b. If there are no more games during the week, take the front cover off of the cheese machine (just pull it up). Remove the metal plate using a rag- **IT WILL BE HOT!** Slide the

plastic dispenser part up while lifting the bag and put the entire bag and dispenser nozzle into the tan (middle) refrigerator. Put the metal plate back into the machine and replace the cover. Move the machine to the top of the tan freezer in the corner. Do NOT plug it in.

6. Pack the paper products into the Supply bin and back onto the cart.
7. Pack the candy into the two Candy bins and back onto the cart.
8. Put the snack rack on the cart.
9. Open the cover of the cash register and slide the switch all the way to the top (off). Unplug the register and move the register onto the cart. Leave the money in the register as the Treasurer will be in to run his/her reports and take care of the cash.
10. Push the cart into the storage room. The storage bins and cash register should be put back onto the bottom shelf.
11. Put the ketchup, mustard and hot dog buns back into the tan refrigerator.
12. Make sure everything is put away in the kitchen and the counters and table are wiped down.
13. Tie up the garbage bag and leave it in the hallway for the Custodian.
14. Replace the bag in the garbage can.
15. Leave any dirty rags in the hallway with the garbage bag.
16. You are finished!!! Thank you very much. Your help is greatly appreciated!!

FRIESS LAKE ATHLETIC COMMITTEE