

OPENING PROCEDURES FOR CONCESSIONS

1. Ask custodian/office to unlock the storage room and kitchen.
2. Move the popcorn maker from the storage room to the kitchen. Plug in the popcorn maker in the back corner between the upright freezer and the metal cabinet. Turn on all three switches (heat, motor and warming light). The kettle will need to warm up for about 5 minutes. While it is warming up, go to step 3.
3. Go back into the storage room and bring the storage bins into the kitchen using the cart (also in the storage room). There should be 2 boxes marked "Candy" and the third should contain the other concession supplies. There is no need to bring the "Tournament Supplies" container in during regular season games. Also bring the "Concessions Stand" cash register back on the cart.
4. Open up the concession stand window. First slide the locks at the bottom of the door toward the centers. You may have to push the door down a little to get the slides to move. Then you can put the metal end of the stick (in the corner near the heating oven) into where the slide is on one side of the window. SLOWLY push the window up- be careful not to push it up too far as it will jam. Once the window gets towards the top, it will stay up by itself.
5. Place the cash register on the front counter and plug it into the outlet shared with the warming oven. Lift open the cash register's cover behind the receipt tape and slide the switch to R1 (the second click from the top). It is now ready to use.
6. Move hot dog maker from the shelves next to the milk coolers and place on the counter under the microwave shelf. Plug it in the outlet near the window (not by the sink). Using the gloves (in the supplies container) put one pack of hot dogs on the hot dog maker. Turn the motor on (both the flip switches). Turn the knob on High. When the hot dogs are warm, turn the knob down to Low. Take one package of the buns out of the frig and put them on the counter next to the hot dog maker. Put ketchup and mustard on the counter.
7. Go back to the popcorn. Measure and pour one white plastic cupful of oil into the hot kettle. Let it heat for 3-5 minutes.
8. Move the nacho machine from the top of the freezer in the corner to the counter between the window and the hot dog machine. ****BE CAREFUL – IT IS HEAVY****
9. Go back to the popcorn.
 - a. Add one paper cup (in the popcorn bag) of seeds to the kettle and hot oil. Flip down the lids on the kettle. It will take several minutes for the corn to start popping.

- b. Once the corn starts popping, listen for it to slow down. When it almost stops popping, you must dump the kettle to make sure there is no popcorn left in the kettle. If there is corn left in the kettle it will burn – yuck!
 - c. Pour about 4 tablespoons +/- of the popcorn salt into the silver scoop. Then sprinkle the salt on the popcorn and use the scoop to mix it up.
 - d. Add more oil, heat and REPEAT steps a-c. **Please make 2 or 3 batches to start. When you are finished popping those batches, TURN OFF the heat switch and the motor switch, leaving only the warmer light on.
 - e. Bag the popcorn in the printed popcorn bags as time allows. There should be a box on the cart shelf. Fill the bag, then shake it down and top it off. Be generous! You may pre-fill the bags and stand them up inside the machine leaving only the warmer light on when you have time.

10. Go back to the candy storage bin and set the candy up on the table in the kitchen. Extra boxes of candy are in the storage room if you are running low. Try not to open candy boxes until they are needed.

11. Take the hot dog trays, napkins, paper plates, nacho trays and cheese cups, out of the Supply bin the put them on the counter between the nacho machine and the hot dog machine. The napkins should be put out on the counter with the ketchup and mustard.

12. Time to make a pizza.
 - a. Cover the burners on the stove with a sheet of foil. Foil should be on the kitchen shelves. (The foil keeps the stove clean).
 - b. Move one pizza oven and put it on the foil. Slide the stove out a bit and plug the pizza oven in with the stove.
 - c. Choose a pizza to make. We usually make one pizza to start, then wait for an order before making another. Just let the customer know it would be ready in 10 minutes.
 - d. To make the pizza – Put a pizza on the rack and set the timer for 10 minutes. If the pizza does not look done after the timer dings, set the timer for a few more minutes. When it is done, slide the pizza out onto the cardboard circle and cut the pizza into quarters. One slice equals a quarter of the pizza. The cutter and a sharp knife are the in the white plastic buckets on the kitchen shelves. Place the cut pizza back on top of the pizza oven to help keep it warm.

One final note – There is more water, soda, Gatorade, candy, paper products, etc. on the shelves in the storage room. There are more pizzas, pretzels and hot dogs in the freezers in the storage room.

THANK YOU FOR YOUR HELP! IT IS GREATLY APPRECIATED!!

FRIESS LAKE ATHLETIC COMMITTEE