

Concession Stand Manual

IF YOU HAVE ANY TROUBLE PLEASE CALL: Linda : 970-405-3410

WORKERS

If your scheduled co-worker or worker assigned to come in to relieve you does not show up, please call the number above.

If you are the first worker of the day, the door should be unlocked. If it is not call number above to open it for you. If you are the first worker of the day, please arrive 20-30 minutes before you are scheduled to have the concession window open. It will take that long to get everything up and running.

If you are the last shift of the day, you are responsible to clean and do the end of day duties as listed further in this document.

If there are slow times in the concession stand, restock the cooler by putting warmer pop/Gatorade to the back of the rows, wipe counters down, sweep the floor, refill napkin holders, refill chips, candy bars and candy.

The following are some quick instructions for each item's that we use in the concession stand, so please read through this manual and make yourself familiar with everything. If you do need help with something, ask your coworker or call the people on the top of the page.

CASH REGISTER

As you are ringing up orders for the customers make sure you are selecting the appropriate item, we take inventory so this helps us keep track for ordering.

The main screen has been set up with 3 screens, food, drinks and candy. Everything is in alphabetical order.

- Key to Eagles white storage closets for more drinks, is on keychain by cash register
- Last shift of the night- lock concessions and place keys in lockbox by employee office

MAKE SURE TO HAVE LOTS OF FOOD PREPPED FOR THE FIRST AND SECOND INTERMISSION. AFTER THAT TAPER DOWN FOOD PREPARATION. IF YOU RUN OUT OF THINGS AFTER SECOND INTERMISSION SELL SOMETHING ELSE. THE LESS WASTE THE MORE PROFIT FOR OUR PROGRAM!

END OF NIGHT CLOSING ITEMS

- Place Marinara in the cooler for the night. Nacho cheese will stay in the warmer.
- Wash all dishes with dawn dish soap and water, dry and put away.
- Wash the drip pans and from the cappuccino machine, coffee pots and maker, and all tongs, etc. and dry if needed.
- Wipe down the countertops with Lysol and hot water.
- Sweep Floor.
- Mop floor with Lysol and hot water.
- Restock all items.
- REMEMBER WHEN RESTOCKING TO PUT THE NEW ITEMS IN THE BACK OF THE ROWS TO KEEP THE PRODUCT ROTATING.
- All food items to be stored in Pepsi cooler
- Fill the cappuccino machine (more mix found in cabinet below)
- Empty any popcorn that is remaining in the popcorn machine and wipe out machine.
- Turn off all equipment: coffee machine, warmer, and pizza oven.
- Close concession windows and lock.
- Take out garbage if full, garbage bin is to the east of the building outside. Put in new liner.

***Remember this is ALL of our rink, it takes each of us to continue to keep it smoothly running, lets be proud of it!

EQUIPMENT & FOOD DIRECTIONS:

FOOD:

- **PULLED PORK NACHOS**– Open chips and pour into tray. Add scoop of Pork meat from crock pot, top with Nacho Cheese and BBQ sauce if wanted.
- **PULLED PORK SANDWICH**– Pork is kept warm in crock pot, add more meat from cooler if crock pot is running low. At the end of the night return to cooler. Place hamburger bun in food tray, add 1 scoop of pork meat from crock pot.
- **RAMEN NOODLES** –Open the cup folding the lid back halfway. There is a red lever on the coffee machine that says HOT WATER. Dispense hot water into the cup filling to the line on the inside of the cup.
- **HOT DOGS**–Hotdogs are located in the silver freezer, or there will be some in the cooler. Place on baking tray and cook at 450deg for 10minutes. Place in bun, wrap in foil and keep in the warmer. Do not put buns on top of warmer, then get hard.
- **BREADSTICKS**– Located in silver freezer in Eagles. Bring a bag in and store in cooler. At end of shift put back into freezer. 3 full breadsticks cut in half per order. Bake at 400–450 for 5–7min mins.
- **POPCORN**– Turn all 3 switches on, let warm up. Add 1 cup Butter It to 1.5 cups of popcorn (3 scoops), flavor with salt. Let it pop all the way before emptying popper. Prefill popcorn bags for easy grabbing. If using premeasured packets, add 2 at a time to the popper.
- **MARINARA**– Fill mini- crockpot with marinara from the can which is located in lower cabinet or in the cooler.
- **NACHO CHEESE**– Fill warmer with 5 cups of water, open can of cheese sauce and place entire can in warmer. Put on the pump. Temp should be set to 165 deg. (temperature on back of machine). Can be left on for entire weekend.

DRINKS:

- **COFFEE MAKER-** Coffee is underneath cabinet. Add ___1/4cup_____ to filter and push run. Machine is already hooked up to water.
- **CAPPUCCINO/ HOT CHOCOLATE MACHINE-** fill cup 3/4 from the top. Please check the fill level of the powder occasionally and especially after a busy rush. To fill the powder, you need to open the front door. Lift out the plastic container that you need to fill. Take the lid off the top and fill with appropriate mix. The mix is found in the cabinet below the machine. Pay close attention to the flavor to avoid mixing. Carefully fill the canister with powder. Replace the plastic lid on top and place the container back into the machine and shut the door.
- **APPLE CIDER-** Pour 2 packets of apple cider into cup, fill with hot water from coffee machine. Stir and place lid on.
- **RUSSIAN TEA-** Place one scoop of tea and fill cup with hot water from coffee machine. Stir and put lid on.

THE LESS WASTE THE MORE PROFIT FOR OUR PROGRAM!

IF THERE IS FOOD LEFTOVER FEEL FREE TO EAT OR PLACE ON COUNTER OUTSIDE OF WINDOW FOR PEOPLE TO TAKE

AGAIN, IF YOU HAVE ANY QUESTIONS PLEASE DONT HESITATE TO CALL!

GO PROWL!

QUICK REFERENCE CHEAT SHEET:

Breadsticks

- Top oven: Bake 400 for 4-5 in
- Bottom oven: Bake 450 for 7min

Hot dogs

- Bottom oven: make 450- 10min

Pulled pork meat

- Keep warm in crockpot, add additional meat as needed, may add a little water to prevent it drying out.