

Northwood High School Boosters, Friends, Alumni and Associates

Concessions Policies and Procedures # 3

SUBJECT: Basketball Concessions Procedures

DATE: November 3, 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, pizza warmer, etc....). **Ensure bun warmer heating element is covered with water prior to turning on.** Use plastic crock-pot liners for cheese and chili crock-pots.
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 in the microwave (in a suitable glass container filled with water) for 5 minutes. Use thermometer to check internal temperature of the hot dogs. Internal temperature should be at least 135 degrees. If necessary heat hot dogs for an additional 3 minutes to reach desired temperature. Hot dogs must be kept at a temperature of 135 degrees after initial heating.
9. 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.
10. Heat Nacho Cheese in microwave in a glass container covered with wax paper initially for 5 minutes. Remove, stir and heat covered for an additional 5 minutes. Check temperature with thermometer. Nacho cheese must be heated to and maintained at 135 degrees. If necessary heat for an additional 3 minutes or more to achieve desired temperature.
11. Heat chili in microwave using a suitable container for 2 to 3 minutes. Remove, stir and check temperature with thermometer. Chili must be heated to and maintained at 135 degrees.

12. Turn on popcorn machine; allow approximately 5 minutes to warm up before popping popcorn. If oil is hard and cannot be squeezed out, cut the popcorn kernel side of the packet and pour kernels into a separate container. Heat the packet of oil in the microwave for 35 seconds. Once popcorn machine is warmed up pour the oil into the kettle and then pour the popcorn kernels in. Monitor popcorn popping. Once the popping has considerably slowed dump the popcorn out of the kettle. Return the kettle to its original position for a few seconds and dump the kettle again. Repeat for remainder of bags.
13. Heat water for hot chocolate if necessary.
14. Count money in cash drawer. Verify starting physical bank matches starting bank from concessions money slip.
15. Set out candy for display.
16. Set up onions and coleslaw used for hot dogs. Place in ice bath at hot dog station.
17. Set out condiments for customer use (i.e., ketchup, mustard, relish, etc...).
18. Set out napkins for customer use.
19. Make certain all volunteers have read and signed all required forms.
20. Open up concessions window when ready to serve.

Important Notes:

1. Hair must be tied back or a hat worn when preparing food!
2. No jewelry allowed except for a smooth wedding band.
3. No nail polish. If you have nail polish, you must have gloves on at all times.
4. Hands must be washed each time you enter the concession stand!
5. Gloves must be worn whenever preparing food!
6. Keep counters and food preparing stations clean at all times!
7. Open containers or packages must be labeled with the date the container/package was opened.
8. 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, drink coolers and all cabinets. Perform one final check to make sure all equipment is turned off. Turn off lights, lock door.