



**Concession Duties
6:00-8:30 pm
Monday – Thursday**

- Volunteers should be at the concession by 5:45pm
- One volunteer to pick up keys from lock box at alternate location
- At concession open the main door with key fab and prop open
- Turn on slushie machine (takes about an hour to freeze)
- Turn on coffee machine
- Unlock concession window
- Cash drawer is near window with a float
- Keep concession clean and tidy during the night
- Keep an eye on the bathrooms – replace supplies, keep clean
- At end of the night turn off slushie machine, and coffee machine
- Wash down counters and any dishes
- Sweep floors and mop if needed
- Empty garbage's
- Close and lock concession window
- Check bathrooms and clean as necessary
- Cash out – leave the float in the cash drawer and put the deposit in the safe
- Turn off lights and make sure all doors are locked
- Concession is closed at 8:30pm or whenever the last game is finished
- Return key to lock box

These are just quick concession notes, there is a white binder in the concession with full instructions on how everything is done. If there are any more questions my contact information is also in the white binder along with the President of the Board, Marc Teierle. The concession is solely run by volunteers so it is very important that we all work together to keep the concession clean and running as smoothly as possible.