

Portage Lightning



Concession Stand Guide



PORTAGE SOCCER COMPLEX OPENING / CLOSING PROCEDURES

I. Opening Procedure

A. General Complex

1. Unlock
 - a) Front gates
 - b) Restrooms
 - (1) *Fill with toilet paper and hand soap if needed.*
2. Check Field Assignment Schedule
 - a) Unlock small goals, if necessary
3. Home team is responsible to move small goals from fence to field
4. Remove appropriate field size corner flags from cabinet in garage
 - a) If comfortable driving the gator, drive out and place all corner flags on fields being used for the day ... OR ...Place appropriate flags outside garage door for home team to place on field

B. Concession Stand

1. Unlock
 - a) Cabinets that are labeled PSC
 - (1) *There are 5 –the cabinet under popcorn machine, the coffee cabinet, the cabinet under*

the coffee machine, the candy cabinet and the hot dog/nacho cabinet

b) Coke Coolers

(1) There are two of them one with pop cans and the other is by the dish sinks and contains the hot dogs and condiments.

2. Plug in appliances

a) Hot plate, Pretzel machine, Popcorn machine, Coffee makers, Warmer and Microwaves

3. Begin setting up for some food items (see individual preparation instructions)

II. Closing Procedure

A. General Complex

- 1. Home team is responsible to**
 - a) Return and lock small goals to fence**
 - b) To return corner flags to outside of garage or to cabinet in garage**
- 2. Drive gator to:**
 - a) Pick up trash from garbage cans, fields, etc.**
 - b) Pick up corner flags if not done by teams**
- 3. Clean restrooms**
 - a) Toilets/urinals**
 - b) Surfaces**
 - c) Fill soap and toilet paper**
 - d) Sweep (use broom labeled bathroom)**
 - e) Mop (use mop labeled bathroom)**
 - f) Empty trash**
- 4. Lock**
 - a) Restrooms**
 - b) Front gates**

B. Concession Stand

- 1. Place unopened items back in storage (opened or cooked items, i.e. hot dogs and pretzels, dispose of or take home)**
 - a) Candy, nacho chips, etc.**
 - b) Restock coolers with pop, water or powerades if needed.**

2. **Lock**
 - a) **Cabinets**

(1) There are 5 –the cabinet under popcorn machine, the coffee cabinet, the cabinet under the coffee machine, the candy cabinet and the hot dog/nacho cabinet
 - b) **Coke Coolers**

(1) There are two of them one with pop cans and the other is by the dish sinks and contains the hot dogs and condiments.
3. **Clean all surfaces and appliances with bleach solution in spray bottle**
 - a) **Pretzel machine**
 - b) **Popcorn machine**
 - c) **Cheese machine (if it is Sunday remove bag and place in the AYSO fridge)**
4. **Unplug appliances**
 - a) **Hot plate, Pretzel machine, Popcorn machine, Coffee makers, Warmer and Microwaves**
5. **Wash Dishes**
 - a) **Wash dishes, rinse and sanitize. Fill last section of sink $\frac{3}{4}$ full of hot water. Add one capful of bleach. Check water's bleach content with testing strip, which should turn a medium gray color.**
6. **Empty trash**
7. **Sweep (use broom labeled kitchen)**
8. **Mop (use mop labeled kitchen)**

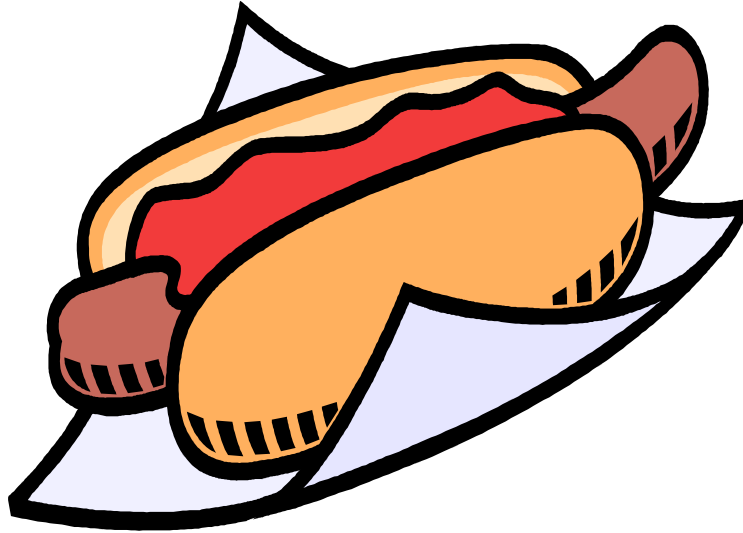
PORTAGE SOCCER CLUB

CONCESSION STAND RULES / FIELD CLEAN-UP

The success of the concession stand, as well as the maintenance and appearance of the soccer fields is dependent upon volunteers. Each team is responsible to staff the concession stand, empty trash cans and pick up litter at the end of the day one or two times per season. Trash bags and gloves are available at the concession stand. Working together we can keep our fields clean and safe for everyone to enjoy.

- **MINIMUM AGE OF A VOLUNTEER IS 18.**
- Children **ARE NOT** permitted in the kitchen or maintenance room of the concession stand due to liability reasons.
- Please be aware of “**THE BIG FIVE ILLNESSES**” which include: Salmonella Typhi, Shigella, Shiga Toxin-Producing Escher Ichia Coli, Hepatitis and Norovirus. If you have been diagnosed with or exposed to these illnesses, **they are so contagious that you must be excluded from working in the concession stand.** You cannot return to concession stand until approval has been received from the Health Department.
- If you have a general illness, (cough, cold, sore throat, vomiting, fever, etc.) you **cannot** work in the concession stand.
- All concession stand volunteers **MUST** wash their hands for at least 20 seconds.
- Food handling gloves **MUST** be worn when preparing hot dogs, pretzels and popcorn or any other unwrapped food item.
- All concession stand volunteers with long hair **MUST** have a hair restraint such as a hat, visor, hair pulled back into a ponytail, hair nets, etc. to keep hair from contacting exposed food, clean equipment, etc.
- Each team is responsible to staff the concession stand, empty trash cans and pick up litter at the end of the day.
- Four volunteers, per shift, are required to staff the concession stand.
- Second shift is required to clean concession area, equipment and restrooms at the end of the day, as well as restock restrooms.
- Concession stand duty dates and times are assigned to each team according to the home/away schedule.
- If there is a conflict with the assigned date and time for a volunteer, it is the responsibility of the volunteer to make arrangements for a substitute.
- Concession stand schedule will be posted on our website.
- PSC supervisor will be on duty.
- PSC supervisor will open and close concession stand.
- PSC supervisor will advise procedures and train volunteers on equipment.
- Team managers will be contacted prior to their team’s assigned date to confirm volunteers are scheduled for concession stand and field clean-up.

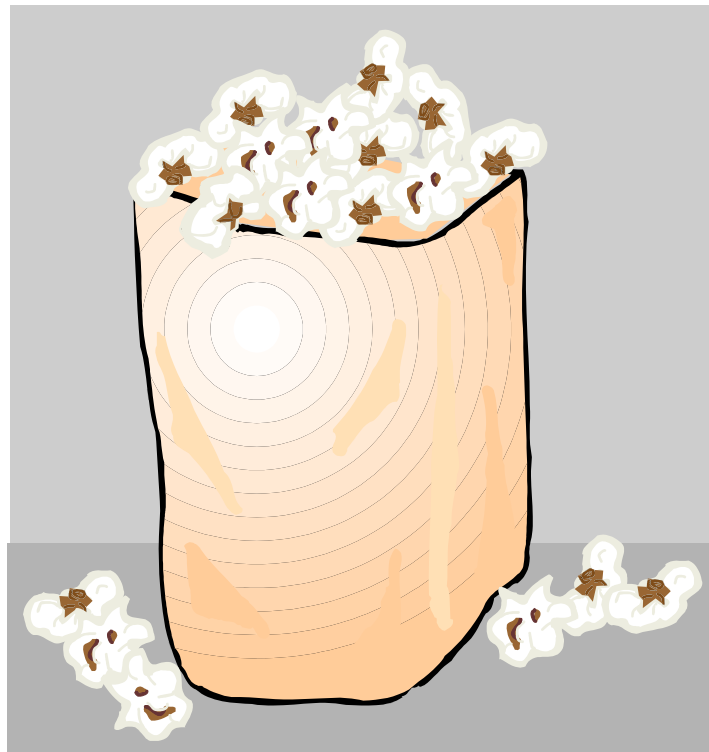
Thank you for your support!



HOT DOG PREPARATION

Equipment needed: Hot dogs, buns, pot, lid, gloves, tongs, meat thermometer, hot plate and aluminum foil.

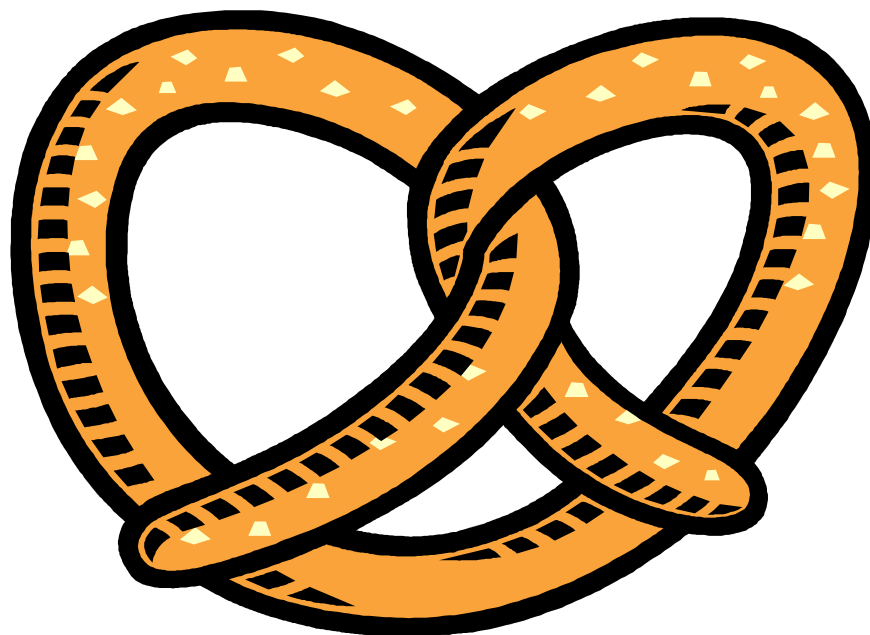
- Hot dogs, buns, mustard, relish and ketchup are stored in PSC Coke cooler.
- Fill the smallest kettle half full of water cover with lid.
- Place on hot plate and turn burner on high. Bring water to a boil.
- **WEAR FOOD HANDLING GLOVES!**
- Add one package or 8 hot dogs to boiling water.
- Cook hot dogs until a meat thermometer inserted into the hot dog reads 170°F.
- Place hot dogs in bun then wrap in foil located in hot dog cabinet.
- Place wrapped hot dogs in warmer.
- Set the warmer at level #5.
- Place ketchup, mustard, relish on outside ledge of window facing field #4.
- Unplug burner and warmer at end of day.



POPCORN PREPARATION

Equipment Needed: Popcorn machine, oil, popcorn salt, popcorn, measuring cups – 1 cup, ¼ cup and 1 tsp.

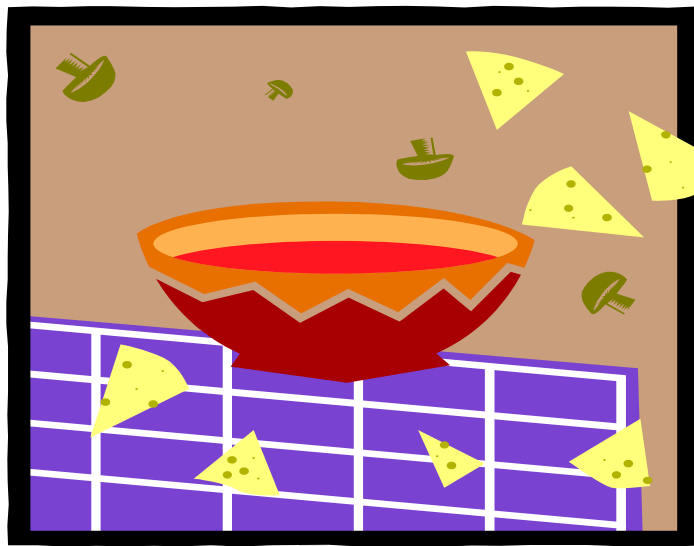
- Equipment is stored in PSC cupboard under machine.
- Plug into outlet.
- **WEAR FOOD HANDLING GLOVES!**
- Turn on motor, kettle & light switches.
- Pour into kettle:
 - . ¼ Cup Pop Corn Oil – fill metal cup
 - . 1 Cup Pop Corn
 - . 1 - Heaping tsp. of Pop Corn Salt
- When popping has slowed empty kettle by push the handle down.
- **TURN OFF MOTOR & KETTLE SWITCH WHEN NOT POPPING.**
- Unplug machine at end of day.



PRETZEL PREPARATION

Equipment Needed: Pretzels, warmer, salt, spray bottle of water, paper plates and microwave.

- Pretzels are stored in PSC white chest freezer while the other equipment is located in the cabinet below the popcorn machine.
- **WEAR FOOD HANDLING GLOVES!**
- Place frozen pretzels in warmer, ~20 minutes to thaw.
- If the pretzels are still cold or frozen prior to sale:
 - Place on a paper plate and place in microwave.
 - Microwave one pretzel at a time for 30 seconds on each side.
 - Serve or hang back in pretzel warmer.
- To salt pretzel, spray with water and dip into salt box.
- Serve on paper plate with a cup of cheese if requested.
- Unplug the warmer and the microwaves at the end of day.



NACHO PREPERATION

Equipment Needed: Cheese cup and lid, paper boat, chips.

- Equipment/supplies are stored in the cabinet labeled nachos/hotdogs.
- **Do not** open chip bag.
- Fill small serving cup with cheese cap with lid.
- Serve bag and cheese cup in paper boat tray.



COFFEE PREPERATION

Equipment Needed: Coffee maker and pot, water, cups and coffee

- Cups and coffee are in the cabinet labeled coffee near the coffee machine.
- **Red** packets are **regular** coffee and the **Green** packets are **decaf** coffee.
- Place filter in coffee basket.
- Add 1-2 packets of coffee.
- Fill one pot with water and place an empty pot on the hot plate (water starts to come out immediately after adding).
- Pour water into coffee machine.
- Place sugar, creamer, etc. on the outside ledge of window facing field #4.
- Unplug coffee machines at the end of the day.

HOT CHOCOLATE PREPERATION – PER CUP

Equipment Needed: Extra coffee pot, water, cups and cocoa mix

- Cocoa is in the cabinet marked hot dogs and nachos.
- Fill extra coffee pot with **HOT** water from the tap.
- Place on coffee machine burner to keep hot.
- Use 3 heaping teaspoons of cocoa mix for each cup.
- Stir and serve.