



SNACK SHACK OPENING / CLOSING DUTIES

A minimum of 2 people are needed to open the snack shack. Children 12 and up may work in the shack if they are working with their parent. No child under 12 or those not working are allowed in the snack. The space is small, so the fewer the people, the smoother it will go.

Volunteers should arrive 20 minutes before start of a game and stay until relief for next game arrives or games are over for the day.

OPENING DUTIES

- Unlock the shack – we will send you the door code in advance of your scheduled time. Light switches on right next to fridge
- Wipe down everything thoroughly with disinfectant wipes
- Plug in and turn on all appliances
 - **Popcorn machine**
 - Directions located next to machine
 - May need to make a couple of batches to fill the machine
 - Keep popcorn containers in drawer - fill as purchased
 - **Hot dog machine**
 - Will take approximately 20 minutes to cook raw hot dogs
 - Once cooked, turn down heat to keep warm
 - Hot dogs placed in bun / foil when purchased (no plate needed)
 - **Keurig** - fill with water
- **Grill**
 - Be sure grease trap is lined with foil, (will help with cleanup), spray surface with cooking oil
 - Turn on gas....the grill gets hot, so try to keep only 3 burners on and temp no higher than medium
 - Setup table near grill to hold buns, cheese, foil, etc.
- **Condiment table**
 - Set up table in front of Shack (to the side of window) / put up pricing signs (on top of fridge)
 - Place condiments and napkins on table
- **Counter**
 - Put candy, chips, gum, etc. out on counter
- **Trash / Recycling**
 - Put trash bags in cans and place outside of shack
- **Restock**
 - If it was missed the night before, restock items as needed. Stock can be found in cabinets over sink or upstairs in the announcer booth (keys on bulletin board), candy in the fridge, beverages in the cabinet under the stairs
- **Overhead Door** – once ready, open the overhead door

***** Umpires eat for free / be sure to provide them water during the game*****



SNACK SHACK OPENING / CLOSING DUTIES

CLOSING DUTIES

Dispose of unused burgers, dogs and popcorn

- **Grill**
 - To clean surface, turn grill on high and use water to scrape of residue (**BE CAREFUL OF HOT STEAM**)
 - Turn of grill and shut off gas
 - Once cool, dispose of grease in trash.....do not dump down drain
 - Once cool, cover grill – if still warm when you are ready to leave...do not cover
 - Clean off table, wipe down with sanitizer wipes and store back in Shack
- **Money**
 - Count money, fill out deposit sheet, place in envelope and drop in wooden box in PD
 - Fill out log book
- **Popcorn machine**
 - Turn off and unplug
 - Clean out any unused popcorn and clean out bottom tray
 - Wipe machine down thoroughly
- **Hot dog machine**
 - Clean rollers and bottom tray
 - Turn off and unplug
- **Keurig** - empty water and unplug
- **Condiment table**
 - Put condiments away
 - Wipe down table with sanitizer wipes and store back in Shack
 - Take down signs and place back on top of fridge
- **Counter**
 - Put candy back in fridge
 - Wipe down all counters with sanitizer wipes
- **Trash / Recycling**
 - Take trash and recycling from outside / inside bins to dumpsters in PD parking lot
 - Put bins back in Shack
- **Restock**
 - Stock can be found in cabinets over sink or upstairs in the announcer booth (keys on bulletin board), candy in the fridge, beverages in the cabinet under the stairs
- **Overhead Door** – close and lock overhead door
- **Sweep floor and shut off all lights**
- **Door will auto lock, be sure it's closed tightly**