

INDOOR CONCESSIONS CHECKLIST:

READ ME FIRST!!!

Quick Tip: Assign Roles
& Prep Early!!!

OPENING

- ☐ **Sign-in** on Volunteer Log
- ☐ **Store coats/purses** in cabinet, tie hair back, wash hands, use sanitary gloves as needed
- ☐ **Familiarize** yourself with menu, prices, where everything is located and what will be served (i.e., Pizza and hot dogs are typically only served for basketball games)
- ☐ **Plug everything in** and turn everything on that you will need
- ☐ Confirm volunteer roles: Non-basketball games typically require **Cashier** (1) (takes orders & payments), **Runner** (1) (collects orders for customers); Varsity basketball games typically require **Cashier** (2), **Runner** (1), **Cook** (1)
- ☐ Note that Boosters has access to the left side of the snack shop (facing stand), access to freezer, and large glass front drink cooler
- ☐ **Prep** any hot food you will be serving (i.e., cookies) and wrap in foil any foods going into the warmer (i.e., pizza, hot dogs) – wear sanitary gloves as needed
- ☐ **Set-out** countertop supplies/condiments
- ☐ **Set-out** square reader(s) & cash box (located in upper cabinet next to fridge); Cashier to download Square app, login instructions in cash box or provided the night before
- ☐ Cabinet key is in drawer between range and fridge
- ☐ **Display menus.** Menus should be visible inside and outside of the stand
- ☐ Fully open window & **OPEN FOR BUSINESS**

CLOSING

- ☐ **Turn off/unplug** anything warm/hot
- ☐ **Empty & wash** any pans used
- ☐ Wipe down counter and warmer
- ☐ **Remove** all items from counter space
- ☐ **Close/seal** all candy containers
- ☐ **Take down** store menus/signs and any excess tables
- ☐ **Close and put away cash box** in the cabinet and lock cabinet (key in drawer)
- ☐ Ensure all refrigerators/freezers/cabinets/drawers are closed
- ☐ Remove all trash/recycling and put outside of concession stand
- ☐ Fully close window
- ☐ Turn off lights and close door to concession stand; make sure it is locked

For questions, contact Katie 410-807-1721 or Nassim 301-404-7589