



## **CONCESSION INSTRUCTIONS 2007**

### **PRE-GAME TASKS**

1. Before or on game day, arrange to retrieve concession products and supplies. At this writing, these supplies include three large drink coolers, four large storage boxes of supplies and merchandise, hot dog/brat cooler, and money box.
2. Please arrive at the Cahill field 45 minutes prior to game time.
3. Before or while the visiting team is taking infield practice, retrieve the concession equipment and charcoal from the visiting dugout storage locker. If a concession coordinator is not there, one of the coaches will have a key to the locker. At this writing, the concession equipment includes:
  - a. Three folding tables, two that are white fiberglass and one that is gray metal. (An additional fiberglass table will be used by the PA announcer.)
  - b. Pop-up canopy
4. Lock the locker after removing items.
5. Set up the canopy about 10 feet behind the bubbler behind home plate. You'll need two people to set it up.
6. Place the tables under the canopy in a horseshoe shape so one white table is along the front toward the bubbler for serving, the other white table is along the right side toward Chateau for merchandise, and the metal table is on the left side toward Woodruff for grilling operations. Clean all table surfaces with anti-bacterial wipes.
7. Bring the gas grill from the home dugout and place it toward the back left side of the canopy next to the gray table. Make sure the grill is set outside of the canopy.

8. Set up drink coolers on the ground along the back of the canopy.
9. Set up the sale items on the right fiberglass tables in a neat and orderly fashion. Use the front table as a sales table and the right table to display merchandise.
10. Place foil wrappers, food service gloves and buns on the metal table. These items should be in the storage box with the blue-green, hinged lid.
11. Place a foil wrapper on the table to set the tongs on.
12. Put condiments and napkins on serving table at the front of the canopy.
13. Tape a price list to the serving table if one isn't there.
14. Put money box on serving table. Keep closed when not in use.

### **SELLING TASKS**

15. Hot dogs and brats are to be wrapped and served in a foil wrapper.
16. When directly handling food that is not pre-packaged, such as hot dogs, brats, and buns, **ALWAYS WEAR PLASTIC FOOD-SERVICE GLOVES.** They should be among the materials provided in the box with the blue-green hinged lid.
17. Keep bun bags closed as much as possible to keep buns from drying out.
18. Wait for an order before assembling hot dogs or brats. Don't pre-wrap them. If they're wrapped and taken off the grill they get cold. If they're wrapped and kept on the grill, they get too hot to handle.

### **POST-GAME TASKS**

19. Please remain open for 5-10 minutes after the game ends. Many times players or umpires want concession items. Offer the umpires a complimentary drink and hot dog or brat.
20. Wrap any remaining brats and hot dogs in metal foil. Someone may want to buy them, if not offer them up to the ball players

21. Retain \$35 in money box (\$5 in quarters, 1-\$10, 2-\$5, and 10-\$1). Put all remaining cash and coin in money bag.
22. Take down tables and canopy
23. Put the cover back on the canopy and put the tables and canopy in the visitor dugout storage locker.
24. Lock storage locker.
25. Return gas grill to home dugout.
26. Return other items, including money box, drink coolers, unsold inventory, and other concession materials (gloves, foil, napkins, grill, etc.).
27. Note any items that are nearly gone or other comments/suggestions and inform the concession coordinator.