



PROCEDURES FOR WORKING CONCESSIONS AT BHS BASKETBALL GAMES

Establish Team Key Contact for the night

Please assign a *Team Key Contact* for the night you are working. Please send their name, email and cell phone two days before the event to BBC President Cathleen Slattery at Cathleen.slattery@gmail.com or Vice President Gabriella Eastman at gabriellaeastman16@gmail.com (cell 704.351.1796)

Hours and Time to show up

Arrive 30 minutes before the games start. Start times vary. JV games may start anytime between 4pm - 5:45pm and Varsity games may start any time between 6:30pm- 7:30pm. Always check the schedule on the link at the BHS site: Athletics>Winter Sports > Basketball – Boys or Girls > Game Schedules. <http://bisd303.org/Domain/738>

Keys and Cash Box

An Officer from the Bainbridge Boosters Club will meet the *Team Key Contact* that is working the game for that night with keys and a cash box (with a starting cash amount). At the end of the night the BBC officer will take the cash box and lockup. **If for some reason a BBC officer is not available, alternative arrangements will be made with the Team Key Contact for the night.*

Volunteers

- **Most Important ** When selling from the concession area, there must be an individual present at all times that has a Washington State Food Worker Card. You can obtain this card by completing a short 20 minute or so online class at <https://www.foodworkercard.wa.gov/language.html> and paying the required \$10. Bring this Food Worker card with you on the night.
- 4 adults are the usual number of volunteers required. No students are allowed in the concession room at any time.

Concessions Inventory

- The Bainbridge Booster Club will provide the inventory to sell. This will include the usual concession type items including hot dogs, candy, chips, soda, popcorn etc. Additional menu options will be added as we strive for continual improvement.
- Prices will be marked so workers know how much to charge.

Fundraising \$\$ earned for your BHS Team or Club

BHS Teams and Clubs will receive a check from the Bainbridge Booster Club for their work at the Basketball concessions. Contact BBC Treasurer Anne Sherry for questions. Acsherry1@mac.com

Washington State Food Worker Card Example

At least one person must have a Washington State Food Worker Card while working concessions.

Upon completion of the online course and payment of \$10 this is what your food worker card will look like.



Concessions Operational Instructions

On arrival at Concessions:

1. Meet BBC contact and open concessions room, take keys and cash box
2. Start cooking popcorn (Instructions are on outside of the machine)
3. Start hotdogs
 - a. Get them initially hot with water in the electric skillet
 - b. Move them to the hotdog roller
 - c. Heat buns in the warmer
 - d. Wrap hotdogs in foil and keep a supply in the warmer
4. Turn on Kreug coffee machine
5. Setup drink station – Coffee/Tea/Hot Chocolate
6. Unpack candy, chips from the cupboard
7. Do initial count in cash box, date and sign

During concessions

- Keep a supply of wrapped hotdogs in the warmer – especially for rush periods during breaks
- Please stick to the prices, no bargaining
- Please refrain from giving away free food
- If possible, just have one person handling cash, that is not touching food
- Always use gloves for “ready-to-eat” food
- Make notes if we are missing/need anything

On takedown/cleanup

- Empty popcorn machine and wipe it out
- Clean hotdog machine roller and warming oven
- Clean and put away electric skillet
- Pack candy and chips away in cupboard and lock
- Lock fridge
- Ensure everything is put away and no food items left out. Do not leave any food for the custodians in the concession room.
- Wipe down sink and counter tops
- Connect with BBC rep on how to return keys and the cashbox