

Snack Shack (SS) Procedure (2/26/2016)



Snack Shack workers should arrive **30 minutes prior** to game time and be prepared to stay until closing procedures are completed and/or the next group is there in the SS and working (Friday & Saturday)

First: Cash

1. Cash should be transferred to the Cash Register by the Opening Board Member.
2. **Do NOT completely close the register door.** Place the metal hole punch (used for Snack Shack Bucks) in one of the till drawers to prevent the cash from accidentally locking shut inside the machine. The register is just used as a tray.
3. If anyone pays with Snack Shack Bucks, mark off each \$0.25 with a Sharpie or better, punch a hole in it. If they fill up their card, put the spent card in the Cash Box.
4. Refer to the laminated menu(s) for pricing. There is a standard menu, and then there will be certain items available on a temporary basis while we see how they sell.

Second: Get ready, here they come!

1. Place large round trash cans outside.
2. Weekends only - Hang and raise the American Flag on the pole by 3B, place one of the large round trash cans in the bleachers.
3. Plug in appliances. Fill Keurig and electric kettle with water from the sink, and turn them on. Use the silver electric kettle only, unless a lot of hot water is needed..
4. Wipe down all the counters inside and out.
5. Place forks, spoons, napkin dispensers outside on window ledge along with hand sanitizer and condiment tubs (ketchup, mustard, relish, mayo along with sugar packets and creamers).
6. Hang round snack shack menu on outside wall next to window.
7. Bring BBQ outside and place near wall.
8. When you are ready, open the window next to the register (it's heavy!) and place candy and chips out. Keep the items within your reach and not too far out on the counter so that they are not taken without payment. Keep the other window closed.
9. On Saturday, if you are not the first shift, wipe down the counters inside and out, ensure the above steps have already been done and restock any candy, chips or condiments as needed.
10. Make sure that there are at least two workers in the SS to replace the earlier shift before leaving. If no one arrives, check the Worker Sign-In sheet for the next shift's contact

information, or call Anne Branch, Joan McAuliffe, or Nathan Curtis for further instructions.

Nachos

Saturdays – use large can of cheese

- On Saturday morning, set up/ plug in small crock pot and insert a disposable food liner. Open can of cheese and pour into food liner. Add a little bit of water to thin it. Allow crock pot to warm, and keep with lid on all day.
- Fill boat with tortilla chips. Nacho chips go in the same paper boats that are for burgers. Jalapenos are in the fridge if customers want them added (no cost).
- For each order, spoon out cheese into a small cup or directly onto chips. Serve with jalapenos if desired.

Weekdays

- If needed, open a large can of cheese. Spoon some into a small cup and microwave it for ~30 sec. Serve with boat of chips.
- Store can of cheese in refrigerator.

BBQ

****DO NOT LEAVE GRILL UNATTENDED or turned on if no order/nothing cooking****

BBQ must be OUTSIDE while lit/lighting/hot

THE GRILL IS NOT SAFE FOR CHILDREN TO BE NEAR – watch out for them getting near!!

1. Turn on the propane tank supply valve to BBQ.
2. Turn on burner and press the ignition button. Make sure the element lights up. Close the lid. Turn the temperature setting to low if there is nothing to grill right then. Start out with only one element on. Turn on the others when you need them. Be sure to use the ignition button if you use a second element. It may not light on its own.
3. **Hamburger** patties are to be kept in the freezer. They are **not** to be defrosted or heated in the microwave to thaw. **Hotdogs** are to be kept in quart sized baggies in the refrigerator. Hotdogs will be defrosted in the refrigerator. Please keep at least one unopened defrosted hotdog package in the refrigerator. Don't open a new package unless you are finished with the first one. This holds true for **Polish Sausage** also.
4. Be sure to cook meat thoroughly. We do not want anyone becoming ill from undercooked meat.
5. **Please do not pre-cook meat.** Cooking actual orders as they come in will eliminate wasted food and losses to the League.
6. As food is ordered:

- a) Order should be called out, the customer name will be written down on the order pad or other paper slip/ Post-it, torn off and given to BBQ operator
- b) Customer should be given a food tag and order number if we are busy.

Children in the Shack

Children under the age of 14 are not permitted in the shack. Only people working their shift should be inside the Snack Shack.

Umps

Any umpire may have one free drink of their choosing per game, if they ask. They may also store a drink in our fridge if they ask.

Hand washing

Wash hands at designated sinks with antibacterial soap and warm water.

- *Before starting work
- *After using restroom
- *After handling raw food
- *After smoking, sneezing, or coughing
- *After touching hair, nose, or ears
- *Before putting on or changing disposable gloves
- *Lather hands well getting between fingers
- *Rinse well
- *Dry hands with single use towel or air dryer
- *For added protection, sanitize hands with hand sanitizer

The Center for Disease Control has stated that hand washing is the single most important way to prevent cross-contamination. Cross-contamination is the transfer of illness-causing bacteria and viruses to cooked foods.

At end of each shift

1. Use soapy sponge and paper towels to clean microwave out.
2. Count all of the money in the till. Write the amount on the envelope provided. Leave the money in the till until a Board Member collects it.

Closing of the Snack Shack

Begin closing procedures at the start of the last inning and close the windows only after the game is over and both teams have had a chance to order.

1. Re-stock all candy, snacks, and soda. **If anything is running low, leave a note in the cash box, or send a text message to the Snack Shack Buyer (number posted in the SS).**

2. Check inside of refrigerator, ensure all containers of meat are sealed and that containers that have been opened are stored on the bottom shelf of the refrigerator. Check to ensure all bags of buns are closed securely.
3. Wipe down counters, inside and out. Wipe out microwaves.
4. Bring in condiments, napkins, and signs.
5. Close the window (be careful, it is very heavy and you don't want it to slam down and hurt someone). Remember to put the metal spikes in the window at the bottom to lock them.
6. Clean and shut down BBQ.
 - a. Turn all elements to HIGH and close BBQ for a few minutes.
 - b. Turn off the BBQ and scrub grill with wire brush to remove food residue.
 - c. Return utensils to shack for cleaning (DO NOT clean wire brush).
 - d. Turn off propane supply to BBQ.
7. Wash all dirty dishes, knives and cutting board
8. Turn off the appliances.
9. Sweep floor
10. Empty the round trash cans. Bring in the now empty outside cans. Put liners in the now empty cans so they are ready to go for the next day. Liners are under the sink. White for small indoor can and black for 2 large, outdoor cans. The square green trash cans belong to the City and can remain where they are.
11. Count the money in the register. Indicate the amount on the envelope that has been left for you and follow those directions. Give the envelope inside the cash box to the board member closing that night.