

Snack Shack (SS) Procedure (March 2023)



Snack Shack workers should arrive **15 minutes prior** to game time and be prepared to stay until the next Snack Shack worker arrives to relieve you. Closers must be checked off by the Team Admin/ Coach before signing out.

First: Payments \$\$\$

1. Our snack shack is a cashless system. We collect payment through Venmo and PayPal. Customers need to send payment for the correct total, and show their transaction to you before you hand over their items.
2. If anyone pays with Snack Shack Bucks, use the hole puncher to punch put the amount. Completed cards go into the box labeled "Completed Shack Bucks"
3. Refer to the laminated menu(s) for pricing.
There are limited edition items, not listed on the menu. We will see how they sell before making them permanent on the menu. Check the limited edition pricing menu.

Second: Get ready, here they come!

Saturday Opening

1. Place large round trash cans outside.
2. **** If the window was not open for you**** At 9:00am, 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, to prevent theft. Keep the other window closed.
3. Hang Big Yellow Softball Menu on the outside wall next to the window. (*if it wasn't already put up*)
4. Plug in appliances. Fill Keurig and electric kettle with water from the sink, and turn them on. Use **1** silver electric kettle only, unless a lot of hot water is needed, then plug in the second one.
5. With a Lysol wipe, wipe down all the counters inside and outside the snack shack.
6. Place utensils dispensers outside on window ledge along with hand sanitizer and condiment tubs (sugar packets and creamers).
7. WASH YOUR HANDS!
8. **Now you're open for business!**
9. Make sure that the next SS arrives to replace you before leaving. If no one shows up, check the Worker Sign-In sheet for the next shift's contact information, or call Dipsikha (669-336-7950), Frances (408-550-6152)

Weeknights Opening

1. Place large round trash cans outside.
2. Hang Big Yellow Softball Menu on the outside wall next to the window.
3. Plug in appliances. Fill Keurig and electric kettle with water from the sink, and turn them on. Use **1** silver electric kettle only, unless a lot of hot water is needed, then plug in the second one.
4. With a Lysol wipe, wipe down all the counters inside and outside the snack shack.
5. Place utensils dispensers outside on window ledge along with hand sanitizer and condiment tubs (sugar packets and creamers).
6. At 5:30pm, 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, to prevent theft. Keep the other window closed.
7. WASH YOUR HANDS!
8. **Now you're open for business!**
9. Make sure you are checked off by the Team Admin/ Coach before you leave. They will lock up the Snack Shack after you.

Mid Shift hand-offs

1. Sign in for your shift.
2. WASH YOUR HANDS!
3. Restock items, candy, chips, and drinks in the fridges.
4. When your shift is over, make sure the next person is there to relieve you and sign out.

Third: Closing of the Snack Shack (Saturdays & Weeknights)

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. Restock all candy, snacks, and soda. **If anything is running low, leave a note in the red binder, or send a text message to the Snack Shack Buyer**
Dipsikha (669-336-7950)
2. Check inside the refrigerator, ensure that opened containers are stored on the **bottom shelf** of the refrigerator.
3. Wipe down counters, inside and outside.
4. Use soapy sponge to clean the microwave and dry with paper towels.
5. Bring in condiments, utensils, napkins, and payment signs.
6. Close the window (be careful, it is very heavy, do not slam it!). Remember to put the metal spikes in the window at the bottom to lock them.
7. Turn off and unplug the appliances.
8. Wash all dirty dishes, knives and cutting board
9. Sweep the floor, pick up and throw away any food that may have dropped during service.
10. Take out the trash from the round trash cans at the big dumpster. Bring in the empty round can and put a new BLACK trash bag inside. Trash bags are under the sink.
**The square green trash cans belong to the City and can remain where they are.
11. Sign out on the sheet and the Team Admin/ Coach will check you off before you leave.

They will lock up the snack shack.

Food prep info

Nachos

Saturdays Only – use ½ large can of cheese

- On Saturday morning, insert a disposable food liner and plug in a small crock pot. Open a can of cheese and pour ½ into the food liner. Add ½ cup of water to thin it. Set the crock pot to high, and leave the lid on until time to serve.
- Using food GLOVES, fill the paper tray with tortilla chips.
- Spoon the cheese directly onto chips, ask the customer if they want Jalapenos. If they do, add a few using the slotted serving spoon.

Weekday nachos

- Use larger pre packaged cheese in the fridge, microwave it for 25 seconds. Take it out and stir it, then microwave for another 25 seconds. Serve with a boat of chips and jalapenos.

NO Children in the Shack

Only people working their shift should be inside the Snack Shack.

Umpire Freebies

Any umpire may have one free drink of their choice, per game. 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 for 20 SECONDS!

*Before starting work

*After using restroom

*After smoking, sneezing, or coughing

*After touching hair, nose, or ears

*Before putting on or changing disposable gloves

*Dry hands with a paper towel.

*For added protection, sanitize hands with hand sanitizer

When in doubt, wash your hands!

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.

On behalf of SGS� we thank you for your continued support and allowing us to be a part of your community!