

SNACK SHACK RULES AND PROCEDURES

MYBS Snack Shack Coordinator: Michele Vierra 925-812-2724
michelevierra@comcast.net

Snack Shack Rules:

- No person under 18 allowed in the snack shack!
- No tabs, checks or free food
- Please wash hands before starting shift and after handling money
- The plastic disposable gloves MUST be worn when preparing and serving hot food.
- Team snacks are NOT to be stored in the Snack Shack
- No smoking
- Players are not to be served food while playing their game
- Umpires & score board volunteer are provided 1 item and 1 drink at no charge. Umpires can have unlimited water.
- Do not leave snack shack unattended. If your game ends before the next shift comes in to relieve you, DO NOT LEAVE!
- If your games ends before the other field, you must stay open until the other game is over!

First game of the day, please arrive 30 minutes before game and follow starting procedures.

After the last game of the day, follow closing / clean up procedures.

**RESTOCK DRINKS AND CANDY
THROUGHOUT THE DAY AS NEEDED!**

SNACK SHACK OPERATING PROCEDURES!

Opening Procedures:

Hot Dog Machine -

1. Fill large bin with water
2. Place metal containers in large bin.
3. Place Hot Dogs and Buns in silver bins. Do not add water to smaller metal containers, just hot dogs and buns.
4. Set temperature on high until hot dogs are heated, then reduce heat to 3!

Chili and Cheese Sauces –

1. Place a small amount of water in warming unit before putting pot inside base.
2. Put chili and cheese sauce into separate warming pots
3. Put temperature on HIGH until chili and cheese is warm, then turn down to 4/5

Coffee / Hot Water

1. Make coffee as needed
2. Plug in Keurig machines and fill bins with water as needed.
3. Set out sugar, creamer and stirrers

Condiments –

1. Fill containers
2. Place condiments on ice in tray before putting out.
3. Place forks and spoon in holders and put outside.
4. Re-fill napkin dispensers and set outside
5. Refill all as needed throughout the day.

Set up small table outside by the order window to place napkins, condiments, spoons and forks on. Re-stock throughout the day!

Restock drinks and candy throughout the day!

Clean Up / Closing Procedures:

Start closing procedures during last inning

Hot Dog Machine-

1. Unplug steamer machine.
2. Remove individual trays and wash as needed.
3. Drain water from large bin (once cooled down)
4. Put washed parts in drain and let air dry

Chili and Cheese Sauce

If contents have been reheated less than 2 times

1. Remove both crock pots and let cool before refrigerating.
2. Cover both containers with foil and place in refrigerator.
3. Wash lids and ladles.

If contents have been reheated MORE than 2 times

1. Wash lids and ladles.
2. Empty and wash containers
3. Scrape side, add soapy water. Let soak while cleaning up.
4. Wash, rinse and set in drain to let air dry

Coffee / Hot Water

1. Run 2 cups of hot water through machine to prevent clogging.
(like making coffee but do not put a pod in)
2. Unplug machines.
3. Wipe down outside of machines and empty water from container.

Condiments

1. Throw away condiments that have sat out uncovered for the day
2. Wash condiment trays and put in drain to air dry.

Refrigerator / counters / floors:

1. Clean all meat, juices, etc from the bottom of the refrigerator.
2. Wipe down handle and outside of refrigerator.
3. Wipe down counter tops with hot soapy water
4. Sweep floors (mop if necessary)

Candy / Snacks / Drinks:

1. Restock as needed. Please keep organized
2. Restock refrigerator (Gatorade, water, etc.). Keep flavors organized so it is easier to find and sell.

Leaving / Locking up: (Very Important)

Make sure to lock the serving windows and pad locks on doors.

- **Hidden Lakes:** Close metal security window, slide each side into locking position, place clips in both metal parts on right or left side. (always double check)
- Make sure money from register (paper bills only) is put in black box on floor
- Make sure everything is unplugged and turn lights off.
- Lock door with master lock that will be hanging by door.

- **Borman:** Close metal serving window. Slide each side into locking position. Reinstall bolt under counter top to serving window. (always double check)
- Make sure money from register (paper bills only) is put in black box on floor.
- Make sure everything is unplugged and turn lights off.
- Lock door with master lock that will be hanging by door.

- **Morello:** Close serving window. Slide down metal serving window and make sure all locks and locked.
- Make sure money from register (paper bills only) is put in black box on floor.
- Make sure everything is unplugged and turn lights off.
- Lock door with master lock that will be located by the door.

Cash: Leave coins in register. NO PAPER BILLS

Put all paper bills in black locked box on floor of snack shack.

**Anytime you get a \$20.00 bill put in black box,
DO NOT STORE IN REGISTER!**

Trash: Empty trash outside EVERY NIGHT!

Turn off all lights when leaving

If you have any questions or have any problems please call me.
Michele Vierra 925-812-2724