

SNACK SHACK RULES AND PROCEDURES

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Snack Shack Rules:

- No person under 15 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 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!
- Snack shack stays open until both games are over.
- If your games ends before the other field, you must stay open until the other game is over!

Weekday games, arrive 30 minutes prior to game time to set up.
Weekend games arrive at the time on the schedule

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 in silver bins. Do not add water to smaller metal containers, just hot dogs.
4. Set temperature on high until hot dogs are heated, then reduce heat to 3!
5. Warm hot dog buns in microwave as hotdogs are sold.

Chili and Cheese Sauces –

1. Fill large bin with water (same bin as hot dogs)
2. Put chili and cheese sauce into separate warming pots
3. Fill cheese can approx. 1/4 with water and add to cheese.
4. Put temperature on HIGH until chili and cheese is warm, then turn down to 3!

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

Do not close snack shack before game is over, players want food and snacks after their games

Hot Dog Machine-

1. Unplug steamer machine.
2. Remove individual trays 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 opened same day and not reheated

1. Remove metal bins 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 once

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

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.
3. Refrigerate remaining condiments.

Refrigerator / counters / floors:

1. Clean all meat, juices, etc from the bottom of the refrigerator.
2. Whip down handle and outside of refrigerator.
3. Wipe down counter tops with hot soapy water
4. Sweep floor

Candy / Snacks / Drinks:

1. Restock as needed. Please keep organized
2. Restock refrigerator (Gatorade, water, etc.).

Leaving / Locking up:

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

- Close metal security window. Lock roll up door with key and lock both windows
- 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.

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 into the outside can 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

Never Leave Snack Shack Unattended !!!