

Concession Duties

General:

- Always wash hands before handling food.
- **Keep all surfaces clean.** There are cleaning supplies under the sink.
- Keep chocolate bar and chip rack full.
- Make sure all items in price list are on the counter or shown.
- Make sure Hot Chocolate machine is at least 3/4 full, if not, refill
- If you run out of stock of something, please write it down on the Stock Needed white board
- If you have a stock suggestion, please write it down on the Stock Suggestions white board.
 - We cannot get every suggestion, but we do try to accommodate.

Last Shift of Day:

- Take out garbage & cardboard recycling
 - The bins are located at the front of the clubhouse
- Sweep floors
- Put all Money in red bag, put behind till.
- Clean all surfaces with cleaning supplies located under the sink
- All food on counter of service window needs to be placed on inside counters.
NOT ON FLOOR
- Close window, and secure with 3 bolts
- Turn off lights, close door - door is self locking

Things to do:

- Make sure there are at least 3 containers full of candy bags, if not, please make some.
 - 50 ¢ bag has 9 x candies in it.
 - Try to use all the varieties of candy supplied. When getting down to last candies in containers, it is ok to double up - but not before!

Notes:

- **Do not panic** if there is a lineup and people are grumbling - you are a volunteer, and someday they will be behind there serving too! Just do your best.
- **Do not panic** if there is not that much change left. Kindly ask customers if they have anything smaller, if not, try your best. Do not worry if you don't 'make the sale' because they brought a \$50 to the park for a candy bag...
 - Typically the change works itself out. Most kids have small change, most adults have \$20s...

First Aid:

- There is a cupboard clearly marked First Aid which contains basic bandages and such near the pop fridge.
- If someone needs ice, we have ice packs in the cupboard near the till, they are free to players who need them.

Need Help?

Rebecca - 250-216-6136 (Volunteer Coordinator)
Rob - 250-514-9111 (Registration)
Dave - 250-727-7271 (Operations)