

Snack Bar Procedures – BOARD MEMBERS

(20 minutes before BEGINNING of first game)

OPENING (1/2 hour BEFORE 1st game of the day)

- Unlock all doors (snack bar, stock rooms), deactivate alarm.
- Unlock Restrooms.
- Check food and paper products. Restock any items needed from supply rooms.
- Turn on fryer and grill breakers in electrical box.
- Turn on grill and fryer to 350 degrees. **When the red light goes off the fryer is heated.**
- Confirm bank in register **(\$100)**. Make sure there are plenty of singles.
- Help set up condiments and prepare food for opening.
- Open front window.
- WEEKEND OPENING: Pick up donuts from Donut King, An account has been established, no payment necessary.
- **Sign and make sure opening volunteers sign in on the Snack Bar Sign-In Sheet.**

CLOSING (20 minutes hour AFTER last day game time)

- Assist Volunteers/Parent Workers with all closing duties.
- Turn off all lights,
- Make sure scoreboard switch is turned of (by Field #1 1B bleachers.
- Make sure ALL doors are locked: snack bar, storages, score booths, dugouts. batting cages, dugouts.
- Make closing drop, maintain \$100 in register for bank, and deposit the remaining in safe.
- Close register and place key in drawer.
- Activate alarm and depart.