



CENTRAL ALTADENA LITTLE LEAGUE

Snack Stand Procedures

Opening Procedures

1. Report to snack stand 10 minutes before the game begins to set up.
2. Take barbeques outside and turn on. Turn knob on propane tank counter-clockwise all the way. Push burners and turn to high. Push start button to turn on barbecue.
3. Place condiments, cutlery, straws and napkins out on counter top.
4. Check that hot dogs and burger patties are available in refrigerator. Hot dog and hamburger buns are available on metal shelf.
5. Turn on Keurig machine and microwave.
6. Fill Keurig machine with purified water.
7. Stock Gatorade, water and sodas in refrigerator.
8. Wipe down all counters
9. Unlock and open the front and side windows.

Closing Procedures

1. Wash all dirty dishes.
2. Clean all counters and surface areas.
3. Put all food in refrigerator or storage bins. No food should be left out.
4. Turn off propane tank (turn clockwise) and put away barbeques.
5. Turn off Keurig machine and microwave. Dump out remaining water in Keurig.
6. Pick up trash around snack stand area.
7. Empty trash into large trash can that is by the tables, and put clean trash bag into trash can.
8. Close the windows and LOCK IT.
9. CASH REGISTER: Leave (1) \$20.00 (2) \$10.00 (4) \$5.00 (20) \$1.00 in register. Remaining money should be double counted and sealed in envelope. Write date and names of workers on envelope. Both workers need to sign envelope and then put it in the cash register, underneath the cash tray.
10. Check stock of items. Add all items that we are running low on to the Shopping List. Check to make sure we have enough hot dogs and burger patties defrosted for the next day.
11. **Return keys to Lock Box inside coach's bin.**

Snack Stand Coordinator:

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