

CONCESSION CHAIRPERSON DUTIES

In order to provide organized, successful athletic seasons, the duties of Concession Chairperson are as follows:

1. You are asked to be at all home games/events from set-up to clean-up. If you are unable to fulfill this requirement you may jeopardize your family registration fee. Please discuss any conflicts with Boosters Sports Registration Director, David Hankey.
2. Arrive no later than one (1) hour prior to each home game/event to set-up (Football Chairpersons must arrive at least 1 ½ hour prior to set-up).

Set-up includes:

- A. Setting up tables, signage, garbage cans, etc.
 - B. Start cooking hot dogs, popcorn, pretzels, order pizza, etc.
 - C. Make sure everything is ready for the start of the 1st game.
3. Upon receipt of the cashbox:
 - A. Count and record the start-up (seed) money
 - B. Place money in “cash drawer” to keep cash and coins organized
 4. Contact Larry Coyle at 248-790-1277 (If urgent) or email m.coyle35@comcast.net and let him know if there is anything we need. To ensure prompt attention, please input: “Concession Needs” in the subject field.
 5. Following the game/event:
 - A. You may reduce the price of any prepared and perishable products (i.e. hot dogs, popcorn, pizza, etc.
 - B. Soft drinks and Gatorades should be rotated and restocked.
 - C. Refill candy displays
 - D. Complete Inventory Sheet to make it easier for the next chairperson to know if there is anything we may be short on. A list of weekly game will be posted to assist in this regard.

6. Ensure that your volunteers have cleaned everything properly.

NOTES:

- A. **ONLY** use vinegar and water to clean the popcorn, pretzel, and hot dog machines. **NO** Windex or other cleaners are to be used.
- B. Please take rags home and wash them for the next game/event.
- C. No students are to work the concessions.