* Please arrive at least 10 minutes prior to your shift. Place your belongings on the Volunteer Shelf.
* Familiarize yourself with the menu/price list located on the plastic placard and the location of all the menu items within the concessions stand.
* Always change gloves as you transition from one task to another as well as whenever you touch your face or hair.

**COOKIE STATION**

* The first batch of cookies should have been placed in the cookie baker and the timer set prior to your arrival. Please make note of the timer and listen for when it sounds.
* When the cookie timer expires (*add 1-2 minute extra time if needed*), take the cookie pans out of the cookie baker and place on counters to cool. Leave the cookie baker ON. After approximately 2-5 minutes, put disposable gloves on, take a spatula from the utensil bin and place two cookies inside the cookie serving bag. Use a paper plate as a spatula rest.
* Place the filled cookie serving bags inside the cookie display case (sugar on top and chocolate chip on the bottom) and move the display case to the service counter.

***If more cookies will be made (decision based on demand):***

* Dispose of parchment paper liners from the baking pans, put new disposable gloves on and place new parchment paper liners on the pans.
* Take out one (1) bag of 24 chocolate chip cookies and one (1) bag of 12 sugar cookies from the freezer. Place 12 cookies on each pan and put the pans inside the cookie baker. Set timer to 18 minutes and follow the directions above.

***If no additional cookies will be made:***

* Dispose of the parchment paper liners from the baking pans, wipe baking pans with paper towel and place the pans inside the cookie baker. Turn the cookie baker OFF.
* Clean spatulas with soap & water and return to the utensil bin.

**HOT DOG STATION**

* Hot dogs should have been placed on the hot dog roaster prior to your arrival. Once they are heated through, put on disposable gloves and take a pair of tongs from the utensil bin.
* Locate the package of hot dog buns. Take a bun from the package and place a hot dog inside using the tongs. Place the tongs on a paper plate as a rest.
* Take a foil wrap from the box of wraps and wrap the hot dog and bun inside.
* Place the wrapped hot dog inside the hot dog warmer.
* If ordered, simply open the drawer and take out the hot dog. No gloves needed as they are wrapped.

***If more hot dogs will be made (decision based on demand):***

* Put on disposable gloves, remove additional hot dogs from the refrigerator and place on the hot dog roaster. Set timer for 15 minutes. (Ensure the number of hot dogs does not exceed the number of hot dog buns.). If Frozen, cook 2 at a time in microwave on Preset #4. Then put on rollers.
* Repeat the hot dog directions above.

***If no additional hot dogs will be made:***

* Wet blue scrub sponge and scrub the hot dog roaster rollers until they are clean.
* Use a paper towel to dry the rollers.
* Turn the temperature dials to OFF and flip the roller rotation switch to OFF.
* Remove the drip pan from the hot dog roaster and clean with soap and water or with disinfecting wipes. Dry with a paper towel afterwards.
* Once all hot dogs have been sold, turn the hot dog warmer to OFF.
* Clean tongs with soap & water and return to utensil bin.

**PIZZA STATION**

* Cheese and Pepperoni pizzas are located in the pizza delivery bag located on the pizza serving station. The boxes should be marked with either a “C” for cheese or a “P” for pepperoni.
* Put on disposable gloves, take a piece out and place on a paper plate. Ensure the flap of the delivery bag is tightly closed to retain heat of pizza.
* Serve to the customer.
* If a pizza order arrives during your shift, please give the driver the amount on the receipt plus one dollar for each pizza delivered. Place the receipt under the coin drawer inside the cash register. Label the pizza boxes to indicate “C” for cheese and “P” for pepperoni.

**CUP OF NOODLES STATION**

* Put on disposable gloves and unwrap the cup of noodles container. Pull back the lid cover to the dotted line on the lid.
* Fill the cup with water from the hot water dispenser until the water level reaches the indented ring inside the cup of noodles container.
* Closer lid cover. Take fork from the fork box and insert the fork so that some of the tines are outside the container and some are piercing the lid cover to provide optimal cooking temperature.
* Serve to the customer.

**HOT CHOCOLATE STATION**

* Put on disposable gloves, open the hot chocolate mix container and put (2) 1/8 cup scoops of mix in a Styrofoam cup.
* Fill the cup with water from the hot water dispenser until the water level reaches the indented ring inside the cup.
* Using a fork for better agitation, stir until the mix is thoroughly dissolved. Place the fork on a paper plate to rest.
* Put lid securely on cup and serve to the customer

**SOFT PRETZEL STATION**

* Put on disposable gloves, take a soft pretzel from the bag and place on a paper plate.
* Spray lightly with water using the spray bottle provided.
* Open the salt container and lightly press the pretzel (sprayed side down) into the salt. Return to the plate.
* Place plate inside the microwave and press the preset number “3”.
* When microwave finishes, take out plate and serve to the customer.
* Once there is only one pretzel in the bag, please take another bag of pretzels from the freezer and put it on the pretzel station counter.
* If a pretzel is ordered before the pretzels have time to thaw, follow the procedures above, but select the “5” preset button for partially frozen pretzels or the “7” preset button for hard frozen pretzels on the microwave panel.

**MISCELLANEOUS**

* Ensure that the next shift’s volunteers have arrived prior to your departure. Call a booster board member (found on white board on service counter) if a volunteer does not arrive.
* As a thank you for serving, enjoy a $1.00 drink and a $2.00 food item during your shift.
* Don’t forget your belongings from the volunteer shelf.
* If a concession card is presented to you, give them either a bottle of water OR a can of soda of their choice AND one slice of their choice of pizza OR a hot dog. Draw an “X” across the next sequenced number. Return the card to the customer.
* Put empty pizza boxes in the garbage bags provided. They will be disposed of by the closer at the end of the night.
* HAVE FUN!!