

## **McCARTNEY PARK CONCESSION DUTY INSTRUCTIONS**

Volunteers to read this email and prepare them for the work required.

For first time and returning volunteers - please arrive at **5:00 p.m.** so I can show you around and answer any questions you might have. I will also need your help in setting up, so it is important you show up on time. There will be a list posted of the things that need to be done as soon as you arrive.

Please take the time to read the following instructions before your shift:

1. There will be purchased bags of ice in the freezer in the back storage room to be used when someone is injured. Fill a sandwich bag with ice and seal it when needed.
2. Umpires that are on duty are given one drink free and only charged 50% for their meals.
3. All the candy grab bag items are stored in the back room. If we are running low, I may ask you to fill some new ones. Put 8 to 10 assorted items in a snack bag and seal it.
4. The fridge in the back holds all the condiments, which must be put on the table beside the BBQ if this has not already been done. There is a black plastic tray used to carry items to the table. Three trips should take care of it.
5. Give customers a coffee cup for hot chocolate, tea, and coffee and send them over to the coffee table, which will be ready when you arrive.
6. Check coffee table periodically and fill if necessary. One pot is hot water, two pots are coffee and the orange nosed pot is decaf.
7. To make a new pot of coffee, put one 1/2 cup of grounds or one packet of grounds in one of the white filters and pour one pot full of tap water into the top of the machine.
8. Fill sandwich bags with 1 cup of Spitz.
9. Anyone who orders a hot dog, smokie or a cheeseburger/hamburger is given a large napkin and a bun. Send the customer to the grill to collect their meat.
10. I will have all the meat and cheese at the BBQ.
11. Volunteers (other than minors) can choose to take on the cooking at the grill if requested by the Concession Operator. This is optional.
12. CASH REGISTER has instructions but I will be available to walk you through the operation of the cash register at the beginning of your shift and answer any questions. You may have to keep rolling the tape because it bunches up.
13. Everyone tries to give you \$20.00 bills - ask the customer if they have anything smaller because there is no Bank nearby.

### **End of shift duties:**

1. Clean off the coffee table. Empty water and coffee pots and rinse out. Put everything else in concession area and milk/cream in bottom of the Fridge.
2. With black tray, return all condiments back to fridge. Wash the utensils.
3. Fold up and bring in condiment table.
4. Bring in picnic tables and chairs and stack off to one side/hallway of the concession.
5. Wipe down counters and close concession window.
6. Go to the street and bring barricades LOCAL TRAFFIC ONLY into the hallway of the concession.
7. I'll give you my BBQ utensils for washing so please have a sink ready with soap and water.

**Thank you for taking time out of your schedule to volunteer! We appreciate your commitment, as do the players. All volunteers are welcome to help themselves to coffee or tea.**