 Instructions for Concession Stand 

* Restock any cold drinks and candy.
* Turn ON the Chili/Cheese, Popcorn machine, Hot Dog Machine, and Cookie Machine.
* Chili/Cheese Machine. Check the refrigerator for any leftover cheese, chili, and jalapenos. The switch is on the back left @bottom. Add cheese and chili to the designated warmers. Turn the knob inside to lock the tubes so cheese and chili will dispense. Lay paper towels under the dispenser to help clean up. Directions are on the machine.
* Popcorn Machine. Begin warming popcorn and turn the light on – You can either pour a portion of the popcorn bag into the machine or make some bags ahead of time of popcorn to start.
* Hot Dogs: Turn on the Hotdog machine. Maybe 400 degrees to start and then bring it down so it doesn’t burn the hot dogs. Place hot dogs on rollers. Depending on the crowd, it can fit up to 18 dogs. Place the buns on the top to warm up or in the drawer.
* Cookies: Turn on the Cookie machine on 15 prior to putting cookies in. Line the cookie sheet and place cookie dough three across and four down. Put cookies in the oven and start the timer. Cook for 17 minutes without opening the door. Remove and cool. Once cooled, use a spatula and put two cookies per bag/boat. Repeat if needed. Make sure you wash trays and dry them. Place them on top of the oven. Make sure your turn the oven off.
* Ramen Noodles (Seasonal): Warm up the water in the kettle. Use the hot water in the kettle. Each cup will need water and spoon or fork.
* Hot Chocolate (Seasonal): Warm up the water in the kettle. Each cup will need hot chocolate mix, water, and spoon.
* Log into Square (credit card register) by holding the button below the screen for 10 seconds or longer. The SQUARE is itsupport@fulshear-athletics.com

Password Conce$$ion$21

* *Password is* 11111Make sure your Wi-Fi is from the hotspot. The hotspot should be plugged in.

Football: Kajeet SmartSpot 3D3D Password: smartspot2569

Gym: Kajeet SmartSpot 43B1 Password: smartspot0828

**If you don’t see the pictures of the items, then you are not logged in.**

* Raise gate.
* Free button- ONLY for coaches, referees, and cops on occasion.
* Leftovers can be given to workers and others.
* Please restock as you go.
* Make sure you click on the correct purchase for inventory. Make sure there are pictures of the items.

|  |
| --- |
| **CLOSING OF THE CONCESSION STAND**  |
|  | 1. Close out square (credit card register) click on MORE REPORTS. SALES will pop up so you can fill out the inventory form. When completed, hold the button by shutting it down on the bottom of the screen. Count the money and put it in the sealable envelope. Fill out the inventory form. Text Lisa Slavinski 281-827-2793 with the total and a picture of the form. Codutti or Micah Kowalski 409-594-0740 will pick up the bag. If the bag is not picked up, please text Lisa where the bag is.  |
|  | 2. Restock the shelves * Chips
* Drinks
* Candy
* Etc.
 |
|  | 3. **Popcorn Machine Clean-up:** \*\*After half-time is over, place all remaining popcorn that’s been heated in Ziplock bags/paper sacks to sell. \*\* 1. Turn off the heat lamp.
2. Scoop all excess popcorn.
3. Remove the bottom drawer and empty it.

  |
|  | 4. **Nacho/Chili Machine Clean-Up:** 1. Turn off (behind the machine on the lower left side).
2. Remove the cheese bag.
3. Place the bag in the refrigerator and ensure the nozzle is facing up.
4. Wipe excess cheese/chili from in and around the machine.
5. Put the open bag of chips in the refrigerator (fold down).
 |
|  | 6. Wipe down the Hotdog and Cookie Machine.Remove the drip tray and wipe down non-stick rollers. Wipe down the glass cover and acrylic backsplash. Don’t use any cleaners on the roller or glass.Make sure you wash trays and dry them. Place them on top of the oven. Make sure your turn the oven off. 7. Sweep Floors |
|  | 8. Wipe down the counters  |
|  | 9. Clean Utensils  |
|  | 10. Throw Away Trash  |
| Thank you for volunteering! Go Chargers! 💜 ⚡ |

|  |  |
| --- | --- |
| A purple logo with a white letter  Description automatically generated | Instructions for the SQUARE Register  |

|  |
| --- |
| Set Up the Square  |
|  |  |
| [ ]  | Push the button on the bottom of the screen for at least 10 seconds.  |
| [ ]  | Make sure Wi-Fi is connected to the hotspot and not LCISD. * The hotspot should be plugged in.

Football: Kajeet SmartSpot 3D3D Password: smartspot2569Gym: Kajeet SmartSpot 43B1 Password: smartspot0828If you do NOT see the pictures of food items, then you are not connected to the hotspot. Make sure you see pictures on the screen.If you are unable to open the register screen, please sign in. Email itsupport@fulshear-athletics.comPassword Conce$$ion$21Password is 11111 |

|  |
| --- |
| Checkout:  |
| [ ]  | Click the tab Favorite Items |
| [ ]  | To add item: Click on the picture. (Be sure to click the correct item. ) |
| [ ]  | To charge: Click CHARGE on the bottom and the machine will do the rest. FOR CASH---\*\*\* We don NOT have cash in the beginning so ask your customer for exact change. You can use your cash to start but don’t forget to take your money out at the end of the night.  |
| [ ]  | For new sale: Click NEW SALE |
| [ ]  | To delete item: Swipe the item and it will delete. ***You will NOT have cash at the beginning of the shift. Have the customer come back or get exact change. If you use your cash, please take out what you put in the drawer.***  |
|  |  |
| Closing of the SQUARE Register 1. Close out square (credit card register) and click on MORE REPORTS. SALES will pop up so you can fill out the inventory form. When completed, hold the button by shutting it down on the bottom of the screen. Count the money and put it in the sealable envelope. Fill out the inventory form. Text Lisa Slavinski 281-827-2793 with the total and a picture of the form. Codutti or Micah Kowalski 409-594-0740 will pick up the bag. If the bag is not picked up, please text Lisa where the bag is.Thank you for volunteering! Go Chargers! 💜 ⚡ |