

# Montalvo Little League

## Snack Bar Directions

### Weeknight Opening Shift

**4:30 - 7:30**

Unlock bathroom doors and make sure that there is paper, etc...

Open roll-up doors at snack bar windows and clean counters off at the windows.

Wash your hands.

Turn on the grill (about 1/5 of a turn). Turning on grill too high causes excess smoke in snack bar.

Turn on both fans.

Check grease cans under the grill to make sure that they do not overflow.

Make coffee. Follow instructions by coffee pot.

Flip the switches to on that are in the gray box next to the fryers.

Turn on fryer to 350 degrees.

Turn on warmers.

Pour chili into crock pot and turn the crock pot on high (Use leftover chili in refrigerator first).

Fill metal condiment trays with ice first then put the clear condiment trays on top. Fill the clear trays with sliced tomatoes, dill pickles, relish, mayonnaise, 100 island dressing, lettuce, and onions. Put lids on top.

Set out the catsup and mustard by each window and also by the condiment trays.

Make sure trash cans have liners and place one by each field and make sure that there are 3 in the snack bar. Board Member on Duty should help by doing the outside trash cans.

Directions for fryers and convection oven foods are placed by the respective appliance.

Place napkin dispensers at each window.

Restock needed items as needed from cupboards and back storeroom.

Please use the dry erase board to write down any items that we need to buy more of – including candy.

Make sure everyone signs in for your team on the sign-in register. Binder with 'How TO' instructions is on shelf near front door of the snack bar.

Place from the freezer into the cooler next to the grill a bag of hamburger patties and from the refrigerator place a ziplock bag of sliced cheese and hot dogs and a ziplock bag of ice from the freezer

Make sure that there are about 8 ziplock sandwich bags of ice in the freezer on the door.

Cash register keys are in the office – Board Member on Duty will get for you.

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Place from ziplock bag in the freezer 5 corn dogs and 5 burritos and put on glass plates or paper plates to start defrosting or defrost in microwave.

Clean stainless steel counter with 'Satin Shine' from cupboard using a paper towel.

Children line up at 4PM – they can wait until you have a full crew to run the snack bar.

## Opening Shift Saturday Mornings

### 8AM – 11:30AM

Doughnuts are to be picked up at 8:00AM at Olde Tyme Doughnuts on Johnson Drive. The snack bar opens at 8AM. The doughnuts are billed to us directly so no money is needed but we do need a receipt (Please place receipt in the cash register).

At 9AM pour chili into crock pot and turn the crock pot on high (Use leftover chili in refrigerator first).

At 9:30 am turn switches on at the gray box next to the fryers and turn fryer to 350 degrees and turn on warmers.

Start frying French fries,etc... at about 10AM.

## Closing Shifts

At end of the 4<sup>th</sup> inning announce last call. (Remember to ask the umpires what they want from the grill as well). Cook what needs to be cooked on the grill and then turn off the grill. Follow the grill cleaning instructions. Remember to check cans underneath grill to make sure they are not going to over flow.

Turn off fryer at beginning of the 6<sup>th</sup> inning.

Clean fry baskets, racks, fry pans and utensils with hot soapy water. Cover cooled fryers with paper towels from wall dispensers. Replace soiled newspapers from under the cooling racks.

PLEASE DO NOT USE CLOTH TOWELS OR APRONS ON THE GRILL.

Vents and grease trays above the grill and fryers are to be removed and cleaned in large sink with hot water and degreaser on Saturdays. Let dry and replace.

Clean crock pot placing unused chili in plastic container and place in refrigerator.

Shut off fans above grill and fryers.

Restock both coolers with drinks.

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Restock pepsi and coffee cups.

Restock candy.

Put mustard, Mayo, Relish, etc.. in refrigerator and clean condiment area.

Put all leftover frozen foods in freezer in back room.

Clean Pepsi drains.

Unplug warmers and all appliances except cash registers and ice machine.

Turn off switches at gray box located by the fryer.

Wipe down counter tops, freezer, refrigerator, Pepsi and ice machine and all appliances and shelves.

Bathrooms (Sinks, toilets and floors) need to be cleaned every night. The floors must be washed with disinfectant. Restock soap, towels and tissues as needed.

Empty all trash containers by the fields and bring cans into snack bar (the board member on duty will help with this).

Sweep and mop with degreaser all of the snack bar floor. Dump water from mop bucket in parking lot, not grass.

Check all roll up windows and be sure they are locked.

Team parent counts monies with board member on Duty (see cash management instructions).

Notify board member on duty when complete and ready to leave.

Leave snack bar in condition you would like to find it when you are on an opening shift.