

# Bridgeville Athletic Association

P.O. Box 91  
Bridgeville, PA 15017



## CONCESSION STAND CHECKLIST

Thank you for volunteering to help the BAA make this season a successful one. The following instructions have been prepared to make set-up and closing activities easier.

### OPENING CHECKLIST:

- **Money Drawer** – Verify the start-up amount of \$50.00 in bills plus any change. If quarters are running low, make note so Jim/Lisa Lindow can be advised.
- **Pizza** – Order 30 minutes before 1st game from Nobby's Pizza (412-203-4868). When calling be sure to tell the person taking the order that you are from the Bridgeville Athletic Association at Chartiers Park and your order should be charged to the BAA House Account.
  - If only 6pm games are being played, order one (1) large Pepperoni and one (1) large Cheese.
  - If any 8pm games are being played, order additional pizza at the end of the 6pm game(s).
  - For Saturdays, order one (1) large Pepperoni and one (1) large Cheese at noon.
- **Toaster Oven** – Plug the machine in 30 minutes before the first game and set to 350 degrees. Use foil sheets on rack to cook and to help make clean up easier.
  - Churros can be found in the middle freezer. Place 5 Churros on top and bottom rack. Cook for 5-10 minutes. Check constantly to prevent burning.
- **Hot Dog Table** – Plug the machine in 30 minutes before the first game. Turn the dial to high.
  - Get hot dogs and buns out refrigerator. Place at eight (8) hot dogs on rollers. **Turn down heat as hotdogs cook.**
- **Nacho Machine** – Plug the machine in 30 minutes before the first game. Temp should be set (and remain) at 150 degrees.
  - Remove opened can of cheese from refrigerator *or* open new can of cheese if needed. Save white lid for closing. Retrieve pump from sink and place into cheese.
  - Individual bagged nachos can be found on counter. Distribute individual servings as requested.
- **Pretzel Warming Machine** – Plug the machine in 30 minutes before the first game. Pretzels can be found in middle freezer.
  - Add water to plate. Cook pretzels in microwave for 1 minute and 30 seconds. Use squirt bottle to wet the tops of the pretzels and then lightly sprinkle salt (Patrons can scrape off the salt if they don't want any).
  - Place 10 cooked pretzels wrapped in tin foil into warmer. More pretzels can be made as requested.
- **Popcorn Machine** – Plug in 30 minutes before the first game. Popcorn packets are in cabinet under the Keurig.
  - Turn on the kettle heat, the stirring motor, and the light switches. Close the lids of the kettle and the doors of the machine. Popping will begin soon and the popped kernels will cause the lid of the kettle to rise.
  - After most kernels have popped and popping begins to slow down, dump the popcorn into the hopper. **Do not wait until the popping has completely stopped as the popcorn that remains in the kettle will begin to burn and smoke.**
  - **If additional batches are required, immediately repeat the process above (even a short delay of adding oil for the next batch will cause the kettle to begin to smoke – so prepare in advance to prevent this).**
  - When the last batch is finished popping, dump the popcorn and turn the stirring motor switch off. Ensure the kettle heat switch is off. Keep the popcorn warming heat light on until after the 5th inning of the last game of the day.
- **Condiments** – Kept in refrigerator (ketchup and mustard). Place on front counter.
- **Pepperoni Rolls & Corndogs** – Kept in middle freezer and can be heated in the microwave as requested. Do not cook these ahead of time to prevent waste.
- **Candy** – Restock as needed from cabinet underneath slushie machine.
- **Beverage Cooler** – Restock as needed from backroom.
- **Slushie Machine** – Add syrup to fill line as needed.
- **Garbage** – Empty if full.

**\*\* If you have any questions or concerns, a current list of BAA Board contacts is posted above the cash register.**

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[www.bridgevilleball.com](http://www.bridgevilleball.com)

## CLOSING CHECKLIST:

The process for closing the concession stand will be consistent, but times will vary based on game schedules. The procedures for closing should begin at the start of the 6th inning.

- **Coffee Pots** – Unplug machine and remove/throw away any used K-cups. Add water to filter if needed.
- **Drinks** – Restock drink refrigerator with Gatorades/Powerades, water, and pop as needed.
  - Drinks should be restocked by pulling items to front and reloading to back.
- **Slushie Machine** – Add pre-mixed syrup to fill line as needed. Pre-mixed syrup is kept in the refrigerator.
- **Candy** – Restock depleted candy from below the front cabinets.
- **Microwave** – Wipe inside as needed.
- **Nacho Machine** – Unplug machine and remove metal cheese container. Replace white lid and place unused cheese in refrigerator. Clean pump and all accessories and place on sink.
- **Hot Dog Table** – Unplug machine and wipe down.
- **Popcorn Machine** – Unplug machine and place remaining popcorn in bags. Wipe kernels into discard tray and empty tray. Wipe down sidewalls and bottom of machine.
- **Pretzel Warming Machine** – Unplug machine and remove plate from bottom tray. Dump out any water. Dry plate and return to machine.
- **Toaster Oven** – Unplug machine and remove foil sheets. Wipe down wire cooking racks as needed.
- **Condiments** – Place mustard, ketchup, pickles and jalapenos in refrigerator. Restock napkins, Styrofoam cups and utensils as needed.
- **Ice Cream Freezer** – Restock as needed from third freezer in back.
- **Grill** – When grilling is complete, heat the grill for approximately 5 minutes on “high” and turn “off”.
  - Immediately scrub with wire brush until all grease/food particles are scraped off.
  - Turn the propane tank “off”. Allow to cool. Pull the grill into the concession stand.
- **Counters** – All counters are to be wiped down.
- **Utensils** – To be washed, dried, and placed in drawers or left to dry on sink. **DO NOT PUT FOOD DOWN THE SINK DRAIN.**
- **Sweeping** – The concession stand should be swept completely.
- **Garbage** – Remove bag from garbage can and replace with new bag – IF FULL. All garbage and empty cartons should be placed in dumpster near parking lot.
- **Money Drawer** – Count the cash in the register and leave Fifty Dollars (\$50.00) in fives and ones for the next day. Place all additional cash into a plastic bag and label with the amount and date. A BAA Board Member will lock the door to the concession stand and secure any cash in excess of the \$50 to remain in the drawer.
- **Roll-Up Doors** – Close and lock both doors at front of concession stand.
- **Lights** – Turn off Field Lights and all lights in Concession Stand.
- **Locks** – Close and lock the back door of the Concession Stand.

*Thank you for the donation of your time to the young men and women of the Bridgeville Athletic Association!*