

TTCC Concession Stand Manual



Updated on 5/16/23

Back to the basics...

- The concession building will be locked when we are not at the field. The key box on the door has the keys in it and the code is '1946'.
- Upon entering the light switch is on your right.
- The money bag will be left in the freezer. If you find that the money bag is not there call the TTCC at 744-2713 and we will bring it over. This is picked up daily and set up with the proper change. If you find that you are low on bills or change leave a message at the Center and we will be sure to refill.
- Be sure to put your name on the google doc calendar for the days you work so that we can give you credit for your 'volunteer hours'.
- We keep extra TP in the cabinets in case the porta potty runs out. Just so you know...
- In an emergency you can call Les at 707-7315 or Dan at 254-4511
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Opening Procedure...

1. Grill can be moved out onto deck and started. The gas needs to be turned on at the tank at the back of the building. The black box on the pole on the porch needs to have the valves moved to the open position as well. Hook up the tank to that. The grill has an automatic start so you just need to turn on the burner and push the ignition. If it does not start right away turn it off and wait a few minutes. The connection on the hose under the grill may need to be tightened if it doesn't start right away.
2. We suggest leaving the front windows closed until you are ready to start selling. This gives you some time to get prepared before the onslaught.
3. Trash barrels should be brought out onto deck – one by front porch on right and one on front porch at left. If there is trash in them just put bags behind the building until closing.
4. Set up a small table by the grill for your supplies

5. Set up a table by the double windows on the far side of the building for condiments. On this table you should have:
 - Ketchup
 - Mustard
 - Relish
 - Salt & pepper
 - Napkins – put in square container with rock on top
 - If cold put out creamers and sugars for coffee (there is also half and half in the fridge if you prefer)
6. Wipe all counters down with cleaning solution – they get dusty overnight...
7. If there is sausage in the fridge that is pre-cooked you can use it. The peppers and onions are in the freezer and I put a little oil on the grill and heat them up there. There are bigger buns for sausage. If you don't want to deal with sausage just don't offer them 😊
8. Snacks are kept under the serving counter window. Samples are hanging in the window. These **may** include:
 - Chips
 - Candy
 - Gushers
 - Slim Jims
 - Chocolate – usually kept in fridge
 - Big League Chew
9. Check cooler for drinks. The cooler should be reloaded with an assortment of drinks at the end of the night. To start we put one of each type of drink available on the windowsill so that people know what we have.
10. Open up the windows and be sure to latch them to the building. This way the wind won't blow them shut. If it is really windy you can always close the ones by the condiment table.

What's Cooking.....

- We cook different amounts during the week than on the weekends. **Use the serving gloves to prep food and serve.** It is best to have one person cook and one person handling the money and snacks.

The guidelines for a weekday (M-F) game would be:

- Start by cooking 6 burgers and 5 hotdogs
- Keep two of the burgers plain for hamburger orders – you can always add cheese if needed.
- We offer waffle fries and chicken nuggets and do these in the air fryer. The portion size and times to cook are on a poster over the air fryer. You can do a couple of orders ahead as they take 10-15 minutes to cook.
- Once cooked, items can be wrapped in foil sheets to keep warm and placed in the pizza oven on a medium temp. Be sure to rotate first cooked, first served so that nothing is sitting too long. If an item has been sitting too long it should be thrown away.
- **Make an announcement that the grill will be shut off about 15 minutes prior to shutting it down – sign says at the 4th inning orders need to be in** (depending on how busy it is) so that people can get their items and you can let the grill cool down to be put back in the building.

The guidelines for weekends would be:

- We do have breakfast sandwiches available on the weekends. There is pre-cooked bacon that only needs to be warmed up on the grill. Two pieces per sandwich. Grill the English muffins with butter/margarine on grill and cook the egg the same way. Top with slice of cheese and wrap in foil. It is good to do 4-5 of these first thing.
- For early morning games you will only need to cook a couple burgers and dogs as they won't be selling much. Once it gets to be near the 11 am time you could start cooking 6 burgers and 6 dogs to get ready for the rush. As you use them you can keep adding a few at a time so that you don't end up with nothing on the grill that is ready.

- We also can do meatball subs on the weekends. Just put a crockpot liner in the crockpot and add 16 meatballs and some sauce to cover. Heat on high until hot and then set to warm. There is mozzarella in the fridge if they want that as well. 16 meatballs will do four subs so if you run low you can add more or heat in microwave. There are special rolls for these.
- This is a good time to heat up some sausage as well. You can use the foil pans to keep the peppers and onions warm on the grill.
- We have nacho trays and the chips are in the clear container. The cheese is in a container in the fridge and there are pyrex small bowls by the microwave for heating up portions. Also use the microwave if needed.
- **About an hour before the final game ends make an announcement that you will be shutting down the grill in 30 minutes.** This way it allows people to get their food and gives time for the grill to cool to be put back in the building.

Other cooking info...

- The coffee maker is a Keurig and will make one cup at a time. It needs to be turned on and be sure that there is water in the side container. We have k-cups for coffee. To use lift up the handle on the top. Place a k-cup in the machine. Place cup on the tray. Close the top and push the button for the size cup you want. There will be creamers, sugar and stirrers that can be put out on condiment table. For hot chocolate just put one packet in a cup and no k-cup in the coffee maker. Place cup on tray. Put handle down on top and push button and it will just run hot water. Stir and serve!
- There will be ice cream in the freezer as available. The Icee's are the most popular item and may be sold out at times.
- If you run out of an item please add it to the clipboard of 'Need to Buy' items.
- Chocolate candy is in drink cooler on bottom shelf.

At the end of the day...

- Check supplies and add what is needed to clipboard.
- Restock drinks in fridge for next day.
- Put some frozen buns (at least 12 of each) in fridge for next day.
- Bring in condiments and put in fridge.
- Store all candy and chips in cabinet.
- Shut off all crock pots.
- Scrape down grill while warm with grill brush.
- Clean outside of grill with fantastic (once cooled)
- Shut off coffee maker.
- Dogs, cheese, etc back to fridge.
- Burgers should be put in freezer.
- Empty all trash and have it brought to the dumpster at the TTCC. If that is not possible seal it well and leave in the concession building away from the grill.
- Bring all tables in.
- Turn propane off at tank.
- Bring **cooled grill** into building.
- Rinse utensils with water and wipe.
- Put cash box in the freezer – it will be picked up by Les or Dan
- Lock concession stand – you may need to use the key in the lockbox to lock it.
- Enjoy the rest of your day/night!!
- Thank you for volunteering...we couldn't do it without you 😊

Suggestions are welcome. Feel free to call the TTCC or e-mail Les at bccfun@metrocast.net or Dan at ttcc@metrocast.net

In an emergency you can call Les at 707-7315 or Dan at 254-4511

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