

# **Hamilton Athletic Boosters**

## Concession Stand Guidelines



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## **I. Concessions**

The Hamilton Athletic Boosters (HAB) are responsible for organizing and maintaining the sale of items through concessions at many athletic events held at the school's venues. The funds raised through these concessions support all athletic activities throughout both the Middle and High Schools. Working in concessions helps promote team-building and communication with other sports parents and coaches, while also fostering school spirit by supporting all athletic activities. The funds raised help ensure our school has the proper equipment necessary to provide our athletes and spectators with a safe and enjoyable experience during events.

## **II. Booster Contacts**

The most current officers of the executive board and their contact information can be found on the boosters website: <https://hamiltonathletics.bigteams.com/main/boosters/>

## **III. Roles / Responsibilities**

**Athletic Director:** Responsible for communicating with and supplying the Concessions Manager(s) with sport schedules and roster information.

**Concessions Manager(s):** Responsible for the purchasing and restocking of the concession stand items as well as moving equipment between facilities as needed to support activities.

**Scheduling Manager(s):** Receive the schedules and roster information from the Athletic Director, create volunteer schedules, enter schedules into HelpCounter, and send emails with the HelpCounter link.

**Concession Volunteers:** Sign up on HelpCounter for shifts they can work, arrive and work the concession stand during their shifts, and follow the guidelines in this manual as directed by the supervisor working the event.

#### **IV. Supported Sports / Events**

In addition to the normal home sporting events at Hamilton Schools, there may be additional concession dates that need to be filled. Hamilton Sports that we run concessions are:

Football, Volleyball, Basketball, Soccer, Track, Wrestling, Competitive Cheer

Baseball, Softball, Tennis, and Swimming typically have parents bring food.

##### **Other Sporting Events when concessions are held**

Conference, District, or Regional Games (held at the H.S.)

Rec Soccer (Saturdays)

Rec Football (Saturdays)

Victory Days

5v5 Soccer Tournaments (held at the H.S.)

Little Hawks Wrestling Tournament

Invitational Sporting Events (held at the H.S. or M.S.)

#### **V. Scheduling**

The Scheduling Manager(s) will review the events calendar with the Athletic Director and determine which events should have concessions available and how many volunteers are needed to staff the stands effectively. Once this is determined, the Scheduler will create a Google Sheets spreadsheet to serve as a shared platform for HAB board members to sign up for shifts to supervise. The scheduler will enter all the dates into HelpCounter and send weekly emails asking for volunteers.

If volunteers are not signing up on HelpCounter, the scheduler is responsible for personally reaching out and filling these volunteer spots.

##### **Guidelines for Scheduling**

##### **Volunteers in addition to the Supervisor**

##### **Middle School Stand**

Basketball - 1 game per session, with shifts typically from 3:30 to 5:00 pm & 5:00 to 6:00 pm.

Volleyball - 1 for each match, shifts are usually 3:30 - 5:00 pm & 5:00 - 6:00 pm.

Wrestling (when held in West Gym) - 2 for each shift, shifts are usually 3:30 - 5:00 pm & 5:00 - 6:30 pm.

### **High School Stand**

Freshman / JV Volleyball - 2, shift is usually 4:30 - 6:00 pm

Varsity Volleyball - 4, shift is usually 6:00 - 7:30 pm

Freshman Basketball (Boys & Girls) - 1, shift is usually 3:30 - 5:30 pm

JV Basketball (Boys & Girls) - 2, shift is usually 5:30 - 7:00 pm

Varsity Basketball on Tuesday (Girls) - 2 (Boys) - 5, shift is usually 7:00 - 8:30 pm

Varsity Basketball on Friday (Boys & Girls) - 5 each shift, shifts are generally 5:30 - 7:30 pm & 7:30 - 9:00 pm

Wrestling meets - 2 each shift, shifts are usually 4:30 - 6:00 pm & 6:00 - 7:30 pm

Wrestling Invitational - 5 each shift (schedule for half hour before start of event and plan on going until 3:00 pm)

### **Field Stand**

All Soccer - 1 each shift

Rec shifts are usually 8:30 - 11:00 am & 11:00 am - 12:30 pm (if board agrees to do this)

7th & 8th shifts are usually 3:30 - 5:00 pm & 5:00 - 6:00 pm

JV shift is usually 4:30 - 6:45 pm & 6:45 - 7:30 pm

### **Stadium Stand**

Rec Football - 2 each shift, shifts will depend on the schedule from the Rec Director (if board agrees to do this)

7th Football - 5, shift is usually 4:30 - 6:30 pm

8th Football - 5, shift is usually 6:30 - 8:00 pm

Freshman Football - 6, shift is usually 4:00 - 6:30 pm

JV Football - 8, shift is usually 6:30 - 8:30 pm

Varsity Football - 7 for prep, shift is usually 5:00 - 6:45 pm

12 - 16 for during the game, shift is usually 6:45 - 9:00 pm

Middle School Track - 5 each shift, shifts are generally 3:30 - 5:00 pm & 5:00 - 6:30 pm

High School Track - 5 each shift, shifts are generally 3:45 - 5:15 pm & 5:15 - 6:45 pm

## **VI. Concession FAQs for Volunteers**

Some of the commonly asked questions from volunteers when working in the concession stands:

**Q: Do I have to pay to get into the scheduled event?**

A: No, all workers receive free admission on that day. Inform the ticket-taker that you are working in the concession stand.

**Q: Do I receive free food while I am working?**

A: Yes, feel free to take one drink and one food item. All we ask is that you ensure it is entered and discounted in the Square system.

**Q: Do other individuals receive free food?**

A: Yes, these items are typically obtained by the Athletic Director and/or the concession supervisor. There is a list of approved roles and how to enter the discount by each tablet.

**Q: Can my children be with me in the concession stand?**

A: Preferably not, due to cramped concession stand quarters and health/safety concerns, we ask that your child not be in the concession stand unless necessary. We do encourage 7th and 8th graders, as well as High School students, to volunteer for all events except Varsity Football and Varsity Basketball events. If your student is interested in volunteering, have them contact the Scheduler. [concessions@hamiltonschools.us](mailto:concessions@hamiltonschools.us)

**Q: Who should I contact if a problem arises while I am working in the concession stand or if I have additional questions?**

A: First, ask the HAB board member who is working with you. If they are unsure, contact the Concession Manager(s) \_\_\_\_\_ or \_\_\_\_\_.

If none of the above options are available, please contact Eric Talsma, Head Athletic Director, or Dan Van Hekken, Middle School Athletic Director.

## **VII. Concession Stand Training & Procedures**

The documents regarding Opening and Closing Procedures can be found on the bulletin boards in the H.S., Stadium, and Field Concession Stands, as well as posted on the cabinet doors of the M.S. Concession Stand.

All volunteers who are working a position that handles non-pre-packaged food (pretzels, hamburgers, hot dogs, pizza, popcorn, etc.) should:

1. Be wearing a hat or hairnet (hair nets are available in the concession stands)
2. Follow proper handwashing procedures.
3. Wear disposable gloves when handling food items.
4. Remove gloves, rewash, and re-glove before changing from one food station to another.

Training new volunteers on the operation of concession stand equipment, as well as communicating the proper food handling procedures, is the responsibility of the concessions manager. Still, all members of the HAB shall be able to instruct new volunteers on all correct procedures.

## **VII. Concession Purchasing Guidelines & Menus**

Due to the varying number of people who attend our sporting events, as well as the facilities available, the items on the concession menus change slightly.

The attached menus feature the current offerings. Items may be added or removed, based on the needs of an event. It is the responsibility of the HAB executive board to review the menus annually and determine whether new items should be added or non-popular items should be removed.

A current vendor sheet will be attached to this packet.

## **IX. Food Handling / Equipment Instructions**

Instructions for using and maintaining the Concession Stand Equipment are displayed on the following pages.

## **X. Concession Stand Volunteer Information**

### **1) Illness Policy**

- a) To prevent the transmission of diseases through food, please refrain from working in the concession stand when you are sick. This includes vomiting, diarrhea, cough, sore throat with fever, sneezing, or runny nose.
- b) In addition, all cuts and/or lesions on any exposed body part must be properly covered with a bandage and glove if on your hand.
- c) Volunteers who are suffering from Norovirus, Salmonella, Typhi, Shigella, E. coli, or Hepatitis A are NOT allowed to work in the concession stand.
- d) Volunteer workers who disagree with this document should not be assigned to the concession stand.
- e) No pre-school or elementary school children should be in the concession stand.

### **2) Food Preparation Procedures**

- a) All workers who are handling food must wear a clean hat or hairnet.
- b) Wash hands thoroughly
  - i) Wet hands with hot, running water
  - ii) Apply soap
  - iii) Rub your hands together for at least 20 seconds.
  - iv) Clean under fingernails and between fingers.
  - v) Rinse hands thoroughly under running water.
  - vi) Dry hands.
- c) Wear disposable gloves when handling and preparing Ready-to-Eat foods.
- d) Change disposable gloves and re-wash hands when changing food preparation stations.
- e) Keep cold foods refrigerated at 41°F or below before cooking and/or heating.
- f) Heat hot dogs and hamburgers to an internal temperature of 160°F.
- g) Heat Nacho Cheese bags to 140°F. Discard bags after 7 days of opening.
- h) Dispose of all potentially hazardous foods at the end of the event. Do not reheat.
- i) Ensure that all equipment and utensils are properly washed, rinsed, and sanitized every 4 hours, as well as at the end of the event.
- j) Do not eat or chew gum in the food prep areas. Only drink from containers with lids and/or straws.
- k) Mark and date all opened refrigerated food. Ensure that opened foods are stored in a bag or container.
- l) Discard hot dogs if they are open for more than 6 days.



### **3) Delivered Foods**

- a) All delivered foods (such as pizza and pulled pork) must come from an approved source.

### **4) Counter Volunteers**

- a) Wash your hands upon entering the concession stand, after using the restroom, after touching your face, hair, or other exposed area of the body, coughing, sneezing, or using a tissue, eating or drinking, handling dirty utensils or raw meats, or any other activity that may contaminate your hands.
- b) Do not touch ready-to-eat foods if you are collecting money.

### **5) Cleaning and Sanitizing**

- a) Wash and sanitize utensils using either a dishwasher or the 3-step method.
  - i) Wash with hot soapy water.
  - ii) Rinse with clear warm water.
  - iii) Sanitize with a 50-100 ppm concentration of bleach and water.  
(Check the concentration of water using the provided chemical test strips.)
- b) Clean and sanitize all food contact surfaces, including tables, countertops, griddles, the popcorn machine, and warming equipment, using bleach solution bottles.
- c) Sweep floors often.
- d) Store food and paper products off the floor and cleaning supplies away from food.

#### **Hand Washing Facts**

One of the most important steps you can take to prevent the spread of foodborne illnesses is to wash your hands thoroughly. In fact, the Food Code requires that all food employees keep their hands and exposed portions of their arms clean and free from contamination. By frequently washing your hands, you wash away germs that you have picked up from other people or from contaminated surfaces, and prevent the spread of diseases.

### **When should you wash your hands?**

You should wash your hands often. Probably more often than you do now because you can't see germs with the naked eye or smell them. You do not really know where they are hiding. Food employees should always wash their hands:

- After using the restroom.
- After touching bare human body parts other than clean hands and clean, unexposed portions of the arms.
- After caring for or handling support animals or aquatic animals such as fish in aquariums.
- After coughing, sneezing, using a tissue, using tobacco, eating, or drinking.
- After handling soiled equipment or utensils.
- Between glove changes.
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
- When switching between working with raw food and working with ready-to-eat food
- After engaging in other activities that contaminate the hands, such as clearing tables, handling dirty dishes, handling money, or taking out the trash.

### **What is the correct way to wash your hands?**

It is estimated that one out of three people does not regularly wash their hands, even after using the restroom. The following four steps will help you make sure your hands are properly washed:

- 1) Wet your hands under warm, running water and apply liquid, powder, or bar soap.
- 2) Rub your hands vigorously together and scrub all surfaces. Clean under fingernails and between fingers.
- 3) Continue scrubbing for 20 seconds or about the length of a little tune like "Happy Birthday". It is the soap combined with the scrubbing action that helps dislodge and remove dirt and germs.
- 4) Rinse thoroughly under running water and dry your hands using an appropriate method, i.e., individual disposable towels, a continuous towel system that supplies the user with clean towels, or a heated-air device.

The use of hand sanitizers is NOT a substitute for proper hand washing.

### **Single-Use Gloves**

Single-use gloves are designed for use only once, serving a single purpose. When used correctly, single-use gloves:

- It can help reduce the spread of disease-causing organisms to ready-to-eat foods by infected food workers.
- They are in addition to, not a substitute for, proper hand washing.

Requirements for use are:

- Correctly sized for your hands
- Changing between handling raw foods and cooked or ready-to-eat foods.
- Discarding when torn, contaminated, or removed for any reason.
- Changed when interruptions occur in the operation
- Changed to minimize the build-up of perspiration and bacteria inside the glove.
- Never immersed in liquid past the cuff.
- Never reused under any circumstances.

### **Latex Gloves**

A significant number of people are allergic to latex. The National Institute for Occupational Safety and Health (NIOSH) recommends that food employees use non-latex gloves.

### **Rewashable Rubber or Neoprene Gloves**

These gloves are designed for handling hot, ready-to-eat foods and must be smooth and easy to clean. Food establishments must have procedures in place to ensure that these gloves are routinely cleaned and sanitized, and are not subject to cross-contamination.

### **Cloth Gloves**

Cloth gloves may not be used in direct contact with ready-to-eat foods. They must be discarded or cleaned and sanitized on a regular basis.

## 6) Hot and Cold Holding Temperatures

All potentially hazardous foods, except those prepared for immediate consumption by a patron, shall be maintained in such a fashion as to prevent the growth or development of bacteria. When holding foods for service, such as on a buffet line, always remember to keep hot foods hot and cold foods cold. Hot-holding equipment must maintain a temperature of 135°F or higher, and cold-holding equipment must be capable of maintaining a temperature of 41°F or lower.

### **Hot-holding Guidelines**

When holding hot foods for service, observe the following guidelines:

- Stir the food at regular intervals, as it will help distribute heat evenly throughout the food.
- Keep the food covered, as covering will help retain heat and eliminate potential contaminants from falling into the food.
- Use a food thermometer to measure the food's internal temperature every two hours.
- Discard any hot food after 4 hours if it has not been maintained at a temperature of 135°F or higher.

Other Safety precautions regarding hot-holding foods include never using hot-holding equipment to reheat foods. Foods to be reheated should first be heated to an internal temperature of 165°F and then transferred to the hot-holding equipment. Additionally, never mix freshly prepared food with food being held for service, as this practice can lead to contaminated food.

## **Cold-holding Guidelines**

When holding cold foods for service, the following guidelines can help prevent food-related illnesses:

- Protect all foods from possible contamination by covering them or using food shields.
- Use a food thermometer to measure the food's internal temperature every two hours, and take corrective action whenever the temperature of a cold food item goes above 41°F.
- Never store food items directly on ice. All food items, with certain exceptions, should be placed in pans or on plates when displayed. Ice used on a display should be self-draining, and all pans and plates should be sanitized after each use.

**Whenever you are dealing with questionable hot and cold-holding practices, always resolve the issue in favor of food safety. It is better to discard potentially hazardous foods than to risk your customer's health and safety. One way to avoid discarding too much food is to prepare and cook only as much as you will use in a short period.**

**If you have any questions about this manual or its contents, please contact a member of the HAB or the Athletic Director.**