

OPENING PROCEDURES

- Turn the dial on the fryer to 400 Degrees. Light should come on.
- **WEEKENDS** - Add water to the hot dog steamer using the jug. (heating element should be under about 1" of water) Hot dogs and rolls are in the white refrigerator, extras in the chest freezer.
- **WEEKDAYS** - Microwave all hot dogs. (*Directions on microwave*)
- **COOK to ORDER** - Do not cook any chicken, fries, or onion rings without having an order. (*Cooking directions are above the fryer*)
- If it's cold, make a pot of coffee. (*1 bag makes 12 cups, coffee in freezer*)
- Unlock both restrooms and check the toilet paper and paper towels in both. The keys are hanging on the wall.
- Turn on the scoreboard - on/off remote is on the cup dispenser.
- Scoreboard controller is either in the cabinet above the chest freezer or in the holder in the black storage container.
- The Concession Stand cash box is in the microwave.

**If you have any questions or concerns,
please call one of the people on the Board of Directors
The contact list is on the bulletin board.**

CLOSING PROCEDURES

- Turn off the fryer and let cool. Wipe off any oil on fryer.
- Soak the cooking baskets in soapy water, wash, rinse and hang.
- Drain the water from the hot dog steamer into the sink. Wash all steamer parts. Be CAREFUL - The water will be hot!
- Drain and wash the coffee pot and filter if used.
- **MONEY** - Write your name, date and cash amount on an envelope. (*Leave the change and \$20 in 1 dollar bills in cash box*) Put the envelope in the safe under the long counter.
- Put the cash box back in the microwave.
- Turn off the scoreboard with remote and put the controller back.
- Sweep the floor, wash any utensils, and wipe down all counters.
- Empty trash if full – the dumpster is in the parking lot.
- Make sure bathrooms are locked (*simply push in locks and close doors*)
- Arm the security system and lock the door when exiting.

OPENING PROCEDURES

- Turn on the fryer on to 400 Degrees (no higher) The on/off switch is in the front. (*Red light should come on*)
- **WEEKENDS** - Add 2 gum pails of water to the hot dog steamer. (The heating element should be under about 1" of water) Hot dogs and rolls are in the white refrigerator, extras are in the large chest freezer.
- **WEEKDAYS** - Microwave all hot dogs. (Directions on the microwave)
- **COOK FOOD to ORDER** - Do not cook any chicken, fries, or onion rings without having an order. (*Cooking directions are above the fryer*)
- If it's cold, make a pot of coffee. (*1 bag of coffee makes 12 cups, filters are above the coffee pot*)
- Unlock both restrooms and check the toilet paper and paper towels in both. The keys are hanging on the wall for doors and paper dispensers.
- Turn on the scoreboard - The on/off remote is mounted to the blue cup dispenser.
- Scoreboard controller is in the cabinet above the chest freezer.
- The cash box is in the microwave.
- Umpires get free waters

CLOSING PROCEDURES

- Turn off the fryer and let cool while completing the rest of this list. (the switch is in the front)
- Soak the cooking baskets in soapy water, wash, rinse and hang.
- Drain the water from the hot dog steamer into the sink. Wash all steamer parts. Be CAREFUL - The water will be hot!
- Refill the cooler with drinks. Extra drinks are under the long counter.
- Put all condiments in the refrigerator
- If we have a low supply of anything, make a note on the white board on the wall in the entryway.
- **MONEY** - Write your name, date and cash amount on an envelope. Leave \$20 in 1 dollar bills in the cash box. Put the envelope in the safe under the long counter.
- Put the cash box back in the microwave.
- Turn off the scoreboard if used.
- Return the controller to the cabinet above the chest freezer.
- Sweep the floor, wash any utensils, and wipe down all counters.
- Empty trash – The dumpster is behind the backstop in the parking lot.
- Arm the security system and lock both locks on the door when exiting.