

## **PLEASANT ABC: OPEN & CLOSER RESPONSIBILITIES**

1. Arrive one (1) hour before the contest begins.
2. Plug in all hot food machines and turn on (Hot Dog crockpot/pot on stove, Nacho Cheese warmer, Pizza warmer, Popcorn machine)
3. Set out all candy and restock items that are low.
4. Prepare popcorn and box up (You can use two (2) packs of kernels/butter oil at one time)
5. When hot food is ready to eat, foil wrap hot dogs, pizza, sandwiches)
6. When pizza is delivered, there will be a receipt for you to sign and tip the driver \$2 out of cash drawer)
7. You must be readily available if concession workers have any issues. (You don't have to be in the concession at all times, but on the premises if needed)
8. Check in with the concession workers during halftime and in between games when multiple games take place. Make sure there is enough coverage during a crowd rush and/or restock items that may be low.
9. At the end of the contest, make sure all items are put back in their appropriate places. Wipe down all counter tops, sweep the floor, and clean out all hot food machines. Check to make sure all hot food machines, including stove, are shut off. Unplug all hot food machines.
10. Notify booster club concession rep with any items that are low in stock (Candy, popcorn, pop, water)
11. Empty cash drawer in Drop Safe at the end of the evening (Leave coins in tray)

### **PABC CONTACTS IF NEEDED:**

1. Carrie Creeger (419) 619-9522
2. Corey Creeger (419) 619-8924
3. Heather McCurdy (740) 225-0727
4. Kari Maniaci (740) 262-6819
5. Art Cheney (740) 360-4346