

CHS FFA Concession Stand Daily Instructions

Arrive by **3:00 pm**. Sign in at front office and ask for keys. Concession stand is room F02; exit the office, turn right and go to the end of the hall. Turn left and take the 1st hall on the right (music hall). Turn right at the hall past the orch/chorus suite, and turn right again at next hallway (before you enter the "F" hall). F02 is the last door on the left near the exit doors.

Use large key to open stand door and keep ajar with doorstop so student volunteer can enter. However, if you must leave the stand for any reason after arriving, take the keys with you and close the door.

Remove the appropriate cash bag and cash box from cabinet #1 over sink. Needed paperwork is inside cash bag. Set cash box and cash bag on the far right of the window counter.

Open front window ASAP after 3:00; bus drivers are our first customers. Be ready to serve ASAP.

Take chocolate candy (from small cooler) and Danishes (from top shelf of large cooler) and place in front of display racks on table. Fill small Dasani tub with a few of each type of drink from the cooler. Display one off each drink in drink holder \$1 drinks (coke, sprite, root beer, water) on the one labeled \$1.00, \$1.50 drinks (powerade, tea, mtn. dew) on the other. Put tub on left side of window on counter- having these handy helps serve customers more quickly.

Dismissal bell is **3:30**. Student customers arrive before the student volunteer, so the parent must work "solo" for several minutes. When student helper arrives he will stow personal belongings on shelf below roll up window and help by pulling customer choices. Parents should handle money and make change, not students.

Stand should remain open until **4:00** for afterschool activities; at this time remove all signs from the window, close and lock it.

Have student volunteer sign paperwork and restock items. New boxes may be opened to restock an item when bins are empty (except for bottled drinks). **ALWAYS put fresh stock in the back/bottom so that the older items are the first to sell.** Return the bottled drinks and tray of candy and buns to the cooler and lock it.

After restocking, student should clean the stand: 1) break down boxes and bring to recycle bin behind art room, 2) wipe counters and table with Clorox wipes, 3) sweep floor, 4) empty trash and replace liner (bring trash to large trash cans outside).

Parent should handle cash receipts and complete paperwork:

1. Place change (\$75) as directed in cash box for next day (If change can't be made as directed call or text Becky Loedding at 404-428-3476):

20 x \$0.25 30 x \$1 6 x \$5 1 x \$10

2. Count remaining cash receipts and record on paperwork;
3. Log the cash bag entry on the sheet on the clipboard by the cabinets.
4. Put cash and completed, signed paperwork in cash bag and drop into Drop Box on wall by drink cooler.

Make sure the 2 coolers, cabinet #1 and window are locked. When parent and student are ready to leave, place keys in blue mesh bag and turn off lights. Return keys to main office. Main doors will be locked, so enter through the "Staff" door. Walk past mail room (on right), turn right. Enter the second doorway on right. A 2-drawer file cabinet is on your left. Place key envelope in wicker basket inside top drawer.

THANK YOU FOR VOLUNTEERING TODAY!

PRICE LIST FOR CONCESSION

SPORTS DRINKS/TEA/MTN DEW	\$1.50
WATER/ SPRITE/COKE/ROOT BEER	\$1.00
ALL CANDY & CHOCOLATE	\$1.00
DANISH	\$1.00
DONUTS	\$1.00
COOKIES	\$1.00
CRACKERS	\$0.50
ALL CHIPS	\$0.50
FRUIT SNACKS	\$0.50
BLOW POPS, AIR HEADS	\$0.25 OR 3/\$0.50