



**SNACK BAR
PROCEDURES MANUAL**

GENERAL SNACK BAR OPERATIONS

WASH HANDS FREQUENTLY

DO NOT HANDLE FOOD AFTER YOU HAVE HANDLED MONEY

ONE PERSON SHOULD DO THE CASH HANDLING (CASHIER). Absolutely NO CHILDREN/TEENS

USE FOOD SERVICE GLOVES AS MUCH AS POSSIBLE. PUT ON NEW GLOVES IF YOU HAVE TOUCHED ANYTHING OTHER THAN FOOD WITH THEM

IF YOU TOUCH YOUR FACE, HAIR OR USE THE RESTROOM, YOU **MUST** WASH YOUR HANDS!

LONG HAIR SHOULD BE IN A PONY TAIL

SMALL CHILDREN SHOULD NOT BE IN THE SNACK BAR, Under age 12.

ONLY VOLUNTEERS SIGNED UP FOR THE SHIFT SHOULD BE IN THE SNACKBAR

KEEP HOT FOOD HOT

KEEP COLD FOOD COLD

KEEP COUNTERS NEAT AND CLEAN THROUGHOUT THE SHIFT

ALL FOOD ITEMS SOLD FROM THE SNACK BAR MUST BE PREPARED AT THE SNACK BAR. FOODS MADE AT HOME ARE NOT PERMITTED IN THE SNACK BAR.

COOL HOT FOODS BEFORE REFRIGERATING

DO NOT STOCK THE TOP SHELF OF THE REFRIGERATOR WITH SODAS – THEY WILL FREEZE AND EXPLODE!

ALL FOOD ITEMS MUST BE STORED IN LOCKED STORAGE CONTAINERS! RODENTS AND BUGS WILL GET TO THEM IF NOT.

OPENING PROCEDURES

SWAMP COOLER: Turn on wet pads first for about 20 minutes, then turn the unit on.

CASH BOX / SQUARE & IPAD: Ready for use with \$100 in change

DRY ERASE MENU: If there are any specials, note them on the dry erase board.

GRILL: Pull out and start (For evening games)

DEEP FRYER: Plug in both sides and turn dial to set temperature to 350 degrees. Place foil pan next to fryer.

COUNTER TOPS: Please use the Clorox wipes to clean the counter tops inside and out.

FOOD WARMERS: Plug in small black crock pot for holding burgers.

HOT DOG ROLLERS: Turn on (for midday and evening games)

NACHO STATION:

- Snack Bar Manager will manage nacho cheese dispenser start up at opening.
- Do not put chips in nacho bowls beforehand. This will make them stale.

DISPLAY SNACK & TREAT OPTIONS: Candy & seeds near the window

CONDIMENT AND UTENSIL STATION: Set up and place on the outside ledge.

CLEAN CUTTING BOARDS: Place on the counter top near the sink, if you need these.

HAND SANITIZERS: Put large hand sanitizers in both bathrooms.

GLOVES:

- **** Be sure to wear gloves if you are touching any food directly ****

FOOD PREPARATION GUIDE

HAMBURGERS/CHEESEBURGERS:

- Cook on the grill until well done (about 10-15 minutes). Place in the small black crock pot to keep until sold.

HOT DOGS:

- Place on dog roller. Make sure they are cooked (darker brown color). You can also touch them (with a glove on) to see if they are hot.

CHICKEN TENDERS:

- Pre-portioned bags of chicken tenders are in the white freezer, one bag=one serving.
- With basket is resting position outside of oil, empty bag into basket.
- Drop basket into oil, cover and set timer according to poster above fryer.
- When timer buzzes, remove basket from oil and place in resting position.
- Using tongs, remove the chicken tenders from basket and put them in tray.
- You can drop TWO servings of tenders at a time to accommodate multiple orders.

FRENCH FRIES:

- Pre-portioned bags of French fries are in the white freezer, one bag=one serving.
- With basket is resting position outside of oil, empty bag into basket.
- Drop basket into oil, cover and set timer according to poster above fryer.
- When timer buzzes, remove basket from oil and dump fries into pan next to fryer and salt them.
- Transfer fries to tray.
- You can drop TWO servings of fries at a time to accommodate multiple orders.

NACHOS:

- Put chips in a tray and press orange button to cover the chips. Add jalapenos if the customer wants them.

DISH WASING INSTRUCTIONS

DURING SNACK BAR HOURS:

LEFT SINK:

- Keep handwashing to this sink.

RIGHT SINK:

- Place dirty dishes in this sink.

CLEANING STATION:

- Fill the LEFT SINK with soapy water for the dirty dishes and utensils
- Fill the RIGHT SINK with clean water to rinse
- Fill the white tub up with water to the marked line. Add one capful of bleach and place this on the counter next to the right sink.
- Set up the dish rack and leave all clean dishes in the rack to air dry

**** DO NOT DRY THE DISHES WITH A TOWEL ****

THERE IS NO DISPOSAL, SO PLEASE DO NOT PUT FOOD DOWN THE DRAIN

CLOSING PROCEDURES

CLOSE AND LOCK ROLL UP WINDOW

GRILL: Turn off and scrape/clean.

HOT DOG ROLLER: Turn off and wipe down and scrape/clean.

FOOD WARMER: Unplug, empty the water, clean the black trays and wipe down the outside of the warmer with Clorox wipes.

DEEP FRYER: Turn off, cover and unplug. Snack bar Manager will handle changing oil and cleaning the fryer.

NACHO CHEESE DISPENSER: Wipe down all surfaces with Clorox wipes. Snack Bar manager will handle cheese. Do not unplug.

CROCK POT: Unplug, wipe out of the bowl and throw it in the trash. Clean bowl and wipe down the outside of the crock pot with Clorox wipes.

MICROWAVES: Wipe out microwaves.

UTENSILS: Once dry, place all clean utensils in the designated labeled storage container.

BEVERAGES: Please restock the refrigerator so the drinks are cool for the next snack bar shift.

CONDIMENT BOTTLES: Please clean and refrigerate.

DRY FOODS: Place all chips, snacks, candy, etc. in the lockable storage containers under the counter along the side with the roll up window.

PAPER PLATES, PAPER BOWLS, NAPKINS, PLASTIC UTENSILS, GLOVES, FOIL WRAPPERS, SARAN WRAP, PLASTIC BAGS: Place in the lockable storage containers under the counter.

TRASH: Take out the trash and place it in the receptacle outside the snack bar. Replace the can with a new trash bag. If the outside receptacle is full, pull out the bag with the trash, tie it off and leave it next to the can. Place a new bag in the can (located in the shelf next to the sink).

RECYCLABLES: Place any recyclable materials (boxes, cans, etc.) in the recycle bin located outside the snack bar.

COUNTER TOPS: Please use the Clorox wipes to clean the counter tops inside and out.

FLOORS: Sweep the floors with the broom and mop them. Ants will get in.

HAND SANITIZERS: Remove hand sanitizers from both restrooms.

CASH DRAWER:

- 2 People must count down the cash drawer
- Write up deposit
- Turn into TVFP Board Member

SHOPPING LIST: Make a list of item that are no longer in stock and items that are low in stock.

MAKE SURE THE PURPLE DOOR IS LOCKED, ALL APPLIANCES ARE OFF AND/OR UNPLUGGED, ALL REFRIGERATOR/FREEZER DOORS ARE CLOSED, THE COOLER IS TURNED OFF and THE LIGHTS ARE TURNED OFF, THEN LOCK THE DOOR!

THANK YOU FOR YOUR HELP!

STOCK INVENTORY

PAPER PLATES

PAPER BOWLS

PAPER NAPKINS

PAPER TOWELS

FOIL WRAPPERS

ZIPLOCK BAGS

PLASTIC "TO-GO" CONTAINERS (FOR CHEESE AND JALAPENOS)

SPOONS

FORKS

KNIVES

CUPS FOR ICE

STRAWS

HOT BEVERAGE CUPS AND LIDS

DISINFECTING WIPES

DISH SOAP

HAND SOAP

BLEACH

SCRUB SPONGES

GRILL BRUSH

PROPANE

LIGHTER