

Concessions Training Manual  
Concessions Training Agenda & Procedures

1. Start-Up Procedures

1.1 Start-Up Cash & Keys

- Start-Up Cash Amount: \$250
    - At the end of each game or event, retain \$250 as start-up cash for the next event.
    - All remaining funds must be turned in to a Booster Executive after each game.
  - Keys
    - The key issued to your program provides access to:
      - Your assigned concession area
      - The main concession stand at the stadium
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2. Program Responsibilities

2.1 Concessions Checklist

- All programs must follow the Concessions Checklist for setup, operation, and cleanup.

2.2 Stocking Responsibilities

- Each program is responsible for stocking its own concessions.

2.3 Ordering Process

- Orders are placed every other Monday for delivery the following Wednesday.
  - Deadline: Submit requested items to Melonie or Joyce by Sunday at 6:00 PM prior to ordering.
  - Example:
    - Delivery Date: 3/25
    - Order Requests Due: Sunday at 6:00 PM (prior to that delivery week)

End-of-Season Inventory Guidelines

- As the season nears completion, concessions may move to a “sell what you have” approach.
- Water may be purchased from Sam’s Club as needed, by Booster Club.
- Goal: Avoid excess inventory at season end.

Sam’s Club Items (Advance Notice Required)

- The following items are purchased at Sam’s Club and require one-week advance notice:

- Hot dog buns
- Tortilla chips
- Regular chips

#### Hot Dog Storage Location

- Hot dogs are stored at the main concession stand in the small white freezer, located to the right of the Coke cooler.
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### 3. Operational Expectations

- Programs must keep the Booster Club informed of inventory needs.
    - One week's notice is strongly encouraged.
  - Shared Inventory Courtesy
    - Drinks and candy are shared across all programs.
    - Please take only what you need.
    - Example: If there are two Cokes available, do not take both—leave one for another program.
  - Booster Club Communication
    - Booster Club members are available via text or email.
    - Please allow up to 2 hours for a response.
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### 4. Staffing & Sign-Ups

- All programs must use All Sports Sign Up Genius to staff their concession events. Located at [www.raypecboosters.com](http://www.raypecboosters.com) then select Volunteer Sign Up
  - Programs are responsible for staffing their own events.
  - If your program cannot staff an event:
    - Provide at least one week's notice to the Booster Club.
    - The Booster Club may then offer the shift to another program.
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## 5. Concessions Volunteer Information

### 5.1 Free Admission

- Volunteers receive free admission.
- Inform the admissions table that you are working concessions.

### 5.2 Food & Drink for Volunteers

- Each volunteer receives:
    - One hot dog or nachos
    - One bottled drink
    - Per shift worked
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### 5.3 Scholarship Lottery Eligibility

- Each concession shift worked is logged toward senior scholarship lottery eligibility, once all other requirements are met.
  - Shift Definition
    - One shift = 2 hours or one full match/game
  - Examples
    - Three shifts per season over four years = 12 lottery entries
    - Required format when logging shifts:  
Parent Name – Child's Name – Grade – Program
      - Example: *Melonie Cheers – Cael Cheers – Senior – Soccer*
  - If both parents work, each parent receives credit for one shift.
  - Full Shift Requirement
    - Parents must stay for the entire shift.
    - Parents who sign up and leave early or do not work will not be eligible.
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### 5.4 Profit Allocation

- Net profits from each shift worked are allocated to the volunteer's sport of choice.
  - If another program works concessions on your team's scheduled night:
    - That program will receive the net profits for that evening.
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## 5.5 Parent Representatives Needed

- The Boosters and school request at least one parent representative from each class to assist with:
    - Stocking concessions
    - Setup
    - Cleanup
  - This helps reduce the workload on coaches.
  - Cost to parents: \$0
  - Suggested model:
    - JV parents work varsity games
    - Varsity parents work JV games
    - This allows families to watch their student-athletes.
  - With approximately 10 home games per season, each family should only need to work one shift.
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## 6. Age & Liability Requirements

- All concession workers must be adults (18 years or older).
- Students and individuals under 18 are not permitted in the concession area due to liability restrictions.