

# Game Day OPERATIONS

## TICKET TAKER:



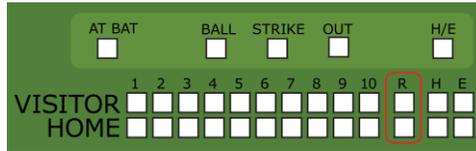
1. In a box on top of the refrigerator in the concession stand is a manila envelope that has the tickets for that particular game. The manila envelope is labeled on the outside and has the date and opponent we are playing.
2. Inside the manila envelope is the tickets and ticket record form to fill out. You will need to write down the number of the last ticket you sold. The tickets are adult tickets and student tickets.
3. There is a bank bag in the deep freeze that has cash in it to make change at the gate.
4. Also in the envelope is a form to complete so the booster club will receive compensation for the work of the ticket taker. Please put your name, date, level of game (JV or Varsity), write Booster Club on the form and check the duty you performed. These are the ONLY things you need to complete on the form. There should also be forms in the envelope for the announcer and scoreboard operator. Please make sure your completed form and the other completed forms are put back in the manila envelope.
5. The ticket taker should be at the game 45 minutes prior to first pitch if possible. Tickets should be sold until the end of the 4<sup>th</sup> inning.
6. It is very important for the pay forms for the ticket taker, announcer, scoreboard operator and umpires to be placed in the envelope after they have been completed. These will be turned in to the district the next day so they can be processed and payments distributed.
7. Also the gate money collected that night should be placed in the envelope and it should balance with the number of tickets that have been sold. For example:

40 tickets @ \$4 = \$160

20 tickets @ \$2 = \$40

Total Sales \$200 (this amount of cash should be in the envelope to be turned in.)

## scoreboard operator



1. Get the scoreboard from the concession stand or the coach's office and plug into power outlet in front of the concession stand.
2. Complete the district pay form. Please put your name, date, level of game (JV or Varsity), write Booster Club on the form and check the duty you performed. These are the ONLY things you need to complete on the form.

## PITCH COUNTER (Varsity Games Only)



1. Get clock out of concession stand and plug into power outlet in front of the concession stand.
2. You must reset the count when a new pitcher enters the game. You have to use the -1 key to subtract the pitch count down to zero when a new pitcher comes into the game.

## announcer



1. Complete the district pay form. Please put your name, date, level of game (JV or Varsity), write Booster Club on the form and check the duty you performed. These are the ONLY things you need to complete on the form.

## concession worker



### OPENING PROCEDURES

1. Plug in and turn on nacho and hot dog warmer. Make sure there is water in base pan.
2. If making nachos, get oven bag, place in microwave bowl and pour half can of cheese into bag. You will want to heat up cheese in microwave otherwise it will never heat in time. Place warm cheese with bag in nacho warmer with lid.
3. Get grill out and heated if doing burgers and hot dogs.
4. Pull candy out of fridge and place on shelf.
5. If cold weather and making hot chocolate, plug in hot water pot and put water in to heat. (use water from jug or bottles)
6. Popcorn bags can be made in microwave. Place individual pouch in and push popcorn button.
7. Set condiments on outside of concession stand ledge.
8. Plug in microwave
9. Restock drink cooler as needed.
10. Hang price sign outside
11. After Hot Dogs and Hamburgers are cooked and placed in buns, they can be wrapped in foil and placed in warmer beside popcorn machine.

### CLOSING PROCEDURES

12. At end of shift, be sure to unplug everything and clean up so ready for next time.
13. Put all items back in fridge that belong there. Especially the candy on wire shelves.
14. Empty and wash coffee pots if used.
15. Empty and wash hot water dispenser if used.
16. Empty Hot Dogs from warmer - Sell them for reduced cost beginning in the 6<sup>th</sup> inning if there is a surplus still left.
17. Pull liner from warmer and discard.
18. Empty black container that catches water from under the sink.
19. Wash down all cabinets
20. Sweep Floor
21. Make sure everything is unplugged.
22. Close roll down window and place boards across.
23. Set out trash.
24. Pull grill back into Bldg.
25. Bring in price signs.
26. Count money in cash box and place in freezer.
27. Lock up.