

Today's Date: _____ Sport/Game: _____



JLHS Sports Booster Club Concession Stand Rules and Guidelines

1. Wash your hands at the start of the shift with soap & water (and after any restroom breaks or going outside of concession stand).
2. Price lists are in the concession stand, put one on the counter for customers to see.
3. Wipe down front counter to ensure it is clean prior to opening the stand for business.
4. Wipe down any other counter tops as needed.
5. Ideally, the Adult handling cash doesn't handle food or drinks.
6. Only Adults will handle the cash. (Exceptions made by Board Only)
 - a. This Cashier position requires you to perform math in your head and calculate change.
 - b. You are responsible for the cash that comes in during your shift. Your drawer should start with \$100.00. (confirm this and make note of any discrepancy)
 - c. At the end of your shift you will fill out a deposit form that you will find in the cash bag for the money you have received.
 - d. As the Adult you must stay in the concession stand to supervise and handle the cash.
7. Student or Adult Volunteers may take orders from the customers, and give out the snacks and drinks.
8. The drinks and snacks are not free. You as a volunteer are not allowed to take any food or drinks without paying for them, nor are you allowed to give out anything for free. If you are found taking food or drinks without paying for them you will be asked to leave, you will not receive credit for hours you have volunteer, you will no longer be welcome to volunteer for the JLHS Sports Booster Club in any capacity, and it's up to the discretion of the Executive Board if other action will be taken.
9. If you are selling Apparel as well, that money should be kept separate from the concession stand money in a money bag. You may take orders from customers which must include payment, cash or check is acceptable. All pertinent information about orders are on the order form.
10. Arrangements/information will be provided to pick up/drop off apparel, cash etc...prior to each shift. You will also be provided a cell phone # of a Board Member for emergencies/questions during your shift. (this will be in place until a concession chair is named)

By signing below you agree, understand and will follow the above rules & guidelines

Adult Volunteer – Concession Cashier

Start time: _____ **End time:** _____

Print Name: _____

Signature: _____

Student/Adult Volunteer – Concession

Start time: _____ **End time:** _____

Print Name: _____

Signature: _____

Student/Adult Volunteer – Concession

Start time: _____ **End time:** _____

Print Name: _____

Signature: _____

Adult Volunteer – Apparel Cashier

Start time: _____ **End time:** _____

Print Name: _____

Signature: _____

Student/Adult Volunteer– Apparel

Start time: _____ **End time:** _____

Print Name: _____

Signature: _____

Student/Adult Volunteer– Apparel

Start time: _____ **End time:** _____

Print Name: _____

Signature: _____

This completed sheet must accompany the completed deposit form and be placed in the money bag at the end of the evening.