

CONCESSION STAND DIRECTIONS

Thanks so much for working the NCS Concession stand. Below are the directions for set-up and clean-up.

SET – UP

FOR GYM GAMES

1. Arrive at 3:10pm
2. Ask someone in the office for the Athletic closet and cabinet keys, Key #156. The Athletic closet is located under the NE stairs on the main floor.
3. Locate the plastic “Concession stand box” as you walk in. Look at the list of items we are selling and load all the supplies, including blue cooler, onto the cart. Do not load drinks – they are in the kitchen refrigerator/freezer getting cold.
4. Transport them to the South Foyer (at the base of the main stairs). (The concession stand blocks the stairway so kids don’t use them during the games. Two tables will be set-up there for you.)
5. Check the freezer/refrigerator in the kitchen for pops, waters, frappucino’s that have been placed there to get cold – put them in cooler.
6. Top drink in blue cooler with a little ice from the kitchen. (ice is located to the immediate left as you walk into the kitchen.)
7. Set out table cloths, plates and napkins. Display candy and chips on table as well as one can of each flavor of drink. Have dry erase board with prices displayed.
8. Get money box from office or Athletic Director. Place the #156 key in the bottom of the money box for clean up team.
9. Hang price list.

All NCS coaches get one free “Combo”. Thanks so much for setting-up!!

Concession Stand Take Down Directions

Tear down starts 15 minutes before the last game ends.

1. Empty ice outside and place everything on cart.
2. Wipe cooler dry inside and out.
3. Fold table cloths and place in plastic Concession Stand box with napkins, price list, etc.
4. Return all items back to the Concessions closer in the Athletic Closet. The Athletic closet is located under the NE stairs on the main floor. The key #156 is located at the bottom of the money box.
5. Return money box and keys to Athletic Director.

Thanks so much for helping! It is really appreciated!