

Stand GG Procedures

(Preliminary)

1. Gate A opens 4 hours before game time. Stand and Cash Managers must arrive at least 3.5 hours before game time. Other workers must arrive no later than 2 hours before game time otherwise you will not be let in.
2. Be sure to wear a white shirt and a UW ball cap. Shoes only, no sandals or open toed shoes. Dress appropriately for the weather. Stands are not heated.
3. The Stand Manager will pickup the Stand Book and keys at the Gate. The Cash manager will go to the Money Room (inside turn right – on the right) and get the money bag. Count the bundles (\$5's and \$10 but not \$1) to make sure amount is ok. There should not be as many rolls of quarters as last years as menu is now in even dollars.
4. When you get to the stand open up and take inventory immediately. Use 2 people counting independently on separate Inventory count Sheets to verify the beginning inventory. When done check sheets. If any counts do not match have 3rd person recount the item in question. When counting do not look at the printed Inventory sheet in Stand book until the count is complete. That way you will not be influenced by the number that is there. If 2 people arrive at the same count independently but it differs from the Stand Book, then pencil your number in the book and tell the W-Club Supervisor of the difference.
5. **Be sure to sign in also at the stand in our LION stand book. Print your name and club. This is important because we will use it to verify how many each club gets credit for payment.**
6. Once inventory is done start to prepare your food items.
 - a. Start to ice down your bottled drinks (Water and Power Aids). This should be done right away as it will take time to cool them. If it is hot we will go thru lots of water.
 - b. Put ice in the drink fountain bins for cup filling. Do not mix the ice for cups with the ice used to cool down bottles!
 - c. Get your condiments ready and setup outside the stand. Be sure to have spoons and napkins on condiment counter.
 - d. Get your cheese machine ready.
 - e. Start wrapping your meats. (Hot Dogs/Brats) Remember the way the wrap is made determines HD or Brat. Be sure the heating oven and food heaters are on and at the right temperature.
 - f. Prepare your Pretzels. Machine will be in front for easy access. About 2/3's should be salted to start then play it by ear. Have hot cheese in cups ready for the nachos.

- g. Get your nacho trays ready to go. (Cheese and Chips) Add hot peppers only when sold if asked for.
 - h. Make sure all the soda dispensers are working and syrup cartons are full. W-Club staff should have this ready to go.
 - i. Coffee and Coco is not usually available till it gets colder.
7. Cash Management
- a. Get cash boxes ready to go. There should be 6 (3 at each window) Place them where they can not be reached by customers in front of stand.
 - b. When you get a \$50 or \$100 bill be sure to give to Cash Manager ASAP.
 - c. DO NOT make any personal change from any cash box. This is a NO-NO.
 - d. As soon as the stand is closed two people will count the cash separately. Bundle 1's 5's 10's and 20's with paper bands that are provided. Do not use rubber bands or tape. If totals do not agree, then have a 3rd person recount the cash. Once two are in agreement, record those numbers on the cash sheet, sign and place in the money bag.
 - e. Write cash amount on Stand Sheet to balance with ending inventory.
 - f. Have 2 separate groups count ending inventory separately. Compare figures and recount if different. Once in agreement put numbers on the stand sheet.
 - g. Be sure to record all food eaten, inventory added, inventory spoiled and add totals to Stand Sheet after W-Club supervisor verifies spoilage and left-over's. Be sure to record any coupons or promotional coupons on the Stand Sheet.
 - h. Have two people take money bag to the cash room on their way out. Do this as soon as cash is counted and verified.
 - i. Once counted be sure that remaining inventory is put back in the right place where it belongs so that it will be found and counted the next time.
8. Cleanup
- a. Collect all aprons and dirty towels and put in bags provided. Have person leaving take bag to W-Club Room in Section R.
 - b. Break down cardboard boxes and place in trash bins outside.
 - c. Remaining open condiments need to be tossed and the trays / containers washed. Disassemble and clean any machine necessary. Wash machine parts and all counter tops with bleach water. Mop floors.
 - d. Toss ice in barrels when and where the W-Club supervisor says to. Ice in soda dispensers can be left to melt.
 - e. Stand Manager will inspect stand when completed to make sure everything is ready for the next game.
 - f. The Stand Manager will email Lion Chuck with the final sales totals, over-short, worker variance (any changes from the web volunteer list) and any problems encountered or anything worth noting.

In conclusion, if you can add anything to make this check list better please do so. The best part is having fun with your fellow LIONS and meeting new people from other clubs. Send me an email at chuck@abcon.com and tell me about your experience.