

Concessions Setup Timeline

One hour before gate opens (2-3 people)

1. Charge phone and square reader.
2. Roll popcorn cart to cafeteria.
 - a. For football or other big events, start popping and bagging popcorn.
 - b. See Popcorn Machine document for details
3. Heat nacho sauce in warmer
 - a. Pro tip: use the commercial #10 can opener in kitchen. Wipe it down after use.
 - b. See Warming Well document for details
4. Heat chili in slow cooker or warmer, depending on warmer availability. In slow cooker, use liner for easy clean-up.
5. Fill ice coolers
 - a. Ice machine located in kitchen. Leave ice scoop in proper place so it doesn't get buried.
 - b. Fill large cooler full of ice for fountain drinks.
 - c. Partially fill one cooler for water bottles. Or for small games, stocking water bottles in the fridge is generally sufficient.

30 minutes before gate opens (rest of the crew shows up)

1. Start cooking hot dogs.
 - a. See Hot Dog Roller document for details.
2. Set out candy & chip displays.
 - a. Keep a supply of each type of candy on counter by cashier for easy access.
3. Setup condiments & napkins on the counter or on a condiment table.
 - a. Ketchup, mustard, relish, jalapenos with tongs, napkins
4. Set out cups, lids, straws next to fountain machine
5. Display menu board and place paper menus on the counter.
6. Start popping popcorn if you haven't already.

5 minutes before gate opens

1. Setup bank.
 - a. Reference Cash Procedures document for details.
2. For football or other busy games, get a head start with soda.
 - a. Keep a couple cups of each type of soda ready to go and lined up behind labels on counter. Replenish ready-to-go supply as they get ordered.
 - b. Rule of thumb: 3-5 each cokes, diet cokes, dr. pepper ready to go. 1-2 each sprite, powerade ready to go