

Welcome to the LOLL Snack Shack!

Thank you for volunteering your time. Live Oak Little League is a 100% volunteer-run organization, and it wouldn't be possible without your support.

General snack shack guidelines:

- If you wouldn't eat it, please do not serve it to others.
- No children under 13 or pets in the snack shack.
- Umpires (and only umpires) receive complimentary food after the game (ordinarily a hot dog or hamburger and drink of choice). No other complementary food is to be given out.
- Don't be afraid to use a calculator.
- Wash hands often and use disposable gloves when handling food.
- If you run out of an item during your shift, please check the marked cabinets and the grill shed for additional stock. If truly out, leave a note.
- All prices should be marked on the clothespin on the line, or on the bin where you find the product (candy in bins below counter, drinks in cooler)
- Please follow opening and closing procedures.

'Notes' clipboard hanging above the cash drawer. Use it to write down:

- Issues that come up, so we can solve them for next time. We like to learn from our mistakes :)
- Inventory (i.e., we had three hot dogs leftover, we're running out of Gatorade, etc.).
- Ideas (food ideas, organization ideas, things that would help you as a volunteer)
- Anything else you'd like to pass on to the snack shack manager

In general, if you have downtime in the snack shack, please dust, sweep, or wipe down surfaces. Every bit of cleaning helps.

Thank you again! We appreciate all you do.

Volunteer Opening Snack Shack:

- ☐ Meet your board member on duty. Have the procedure binder handy.
- ☐ If a board member has not already done so, pull out & light BBQ (see 'Grill' in binder)
- ☐ Put black garbage bag in the can(s) (if not one already in)

Food Prep

- ☐ Add water to Keurig coffee maker, plugin, and press 'power' to warm up
- ☐ Add water to hot water pots, plugin, and push the button down to begin heating
- ☐ Put [bagged nacho cheese](#) in the machine and turn it on (see linked video or the instructions on the side of the machine)
- ☐ Set up outside condiment shelf with: (see binder for details)
 - ☐ Condiment tray
 - ☐ Coffee bins (sugar, creamer, etc.)
 - ☐ Napkin dispenser
 - ☐ Spoon/Fork/Knife holder
- ☐ If fruit is available. Make 5 fruit cups (see binder for details on cutting, pricing, etc.).

Check the refrigerator first before making new.

Grill (see binder for details)

- ☐ **Weeknight** game - cook 10 big hot dogs, 5 hamburgers, and 5 cheeseburgers. You can always add cheese to a burger. Cook more on a case-by-case basis. For example, if you are selling a lot by the 2nd inning, etc.
- ☐ **Weekend games** - start cooking by 10:30 AM (people ask for grill items by 11 AM!). Cook 10 big hot dogs, 5 hamburgers, and 5 cheeseburgers to start
- ☐ Cook small team dogs only if we are hosting a visiting team (see procedure binder)
- ☐ Wrap hot dogs and hamburgers in foil and place them in the warming bins
- ☐ Turn off the **BBQ NO LATER THAN THE 4TH INNING**, to allow time for cooling off

Supplies: If you do not see an item in stock in the snack shack, please check the grill shed or the one next to it to make sure there is no stock in there.

Volunteer Closing Snack Shack:

Grill

- ☐ Turn off grill no later than the 4th inning to allow time for cooling off
- ☐ Wipe down (use Clorox wipes or sponge with water)

Put Away & Throw Away Food

- ☐ Bring in condiment trays, coffee bar materials, etc. from the outside shelf
- ☐ **Throw away** anything that has been sitting out all day (old lettuce, tomatoes, etc.)
- ☐ Unplug nacho machine, coffee maker, and hot water pots
- ☐ **Throw away** any unused chili
- ☐ **Put away** nacho cheese bag in the refrigerator (just put the entire bag in the fridge - if not cooled down you can put in a metal bin first)
- ☐ Empty warmers of any unsold hot dogs and hamburgers. You can try to sell them half price, give them away, or throw them away. Please note how many leftovers on the 'notes' clipboard.

Restock & Prep for Next Game - Very Important!

You may need to take frozen hot dogs or buns from the big freezer in the grill shed and put them in the snack shack fridge to defrost for the next game.

- ☐ Buns - minimum of:
 - ☐ 2 bags hamburger buns
 - ☐ 2 bags of large hoagie buns (with sesame seeds)
 - ☐ 1 bag of 20 small hot dog buns
- ☐ Hot Dogs
 - ☐ 2 packages of big hot dogs
 - ☐ 2 packages of small team hot dogs
- ☐ Restock the drink cooler

Clean Up

- ☐ Wash the condiment trays and any dishes (*please **do not** stick condiment tray with old condiments back in the fridge*)
- ☐ Wipe down surfaces (counters, spills in the fridge, etc.)
- ☐ If time allows, sweep and use the Swiffer or a sponge to clean up any visible spills
- ☐ Note any issues, inventory, or other concerns on the clipboard hanging on the post.

Lock Up

- ☐ Meet your board member on duty, who will do the final inspection and lock the snack shack for the night. Please do not leave the snack shack unattended.

Live Oak Little League Merchandise

There is an inventory of league merchandise available for sale in the snack shack in the large grey cabinet. If we have the merchandise in stock, you can sell direct to the customer, using the price list. Otherwise, anyone can order league merchandise at any time from the snack shack, then pay when they receive it.

Next steps:

- If in stock: take from marked shelf and sell at the listed price.
- If not in stock:
 - Fill out the order form found in the drawer under the cash register
 - Attach filled out form to the clipboard

Starting a Tab

Anyone can start a tab using cash or a personal check. All tabs start fresh at the beginning of the year; there is no carry over year to year.

→ All tabs must be kept positive. Check that a tab has money available prior to serving.

To Create New:

- Open tab binder
- Alphabetical by last name, start a new page
- Tab should include:
 - Last name, First name
 - Opening tab amount (i.e., \$25.00)
 - Indicate a + for positive balance
- As customers use their tabs, keep a running total. Example:
+50.00
- 3.00
+47.00
- Please try to keep a general column that clearly indicates each purchase and remaining positive balance.

The Grill

We keep the LOLL BBQ in the first storage shed which can be opened by a LOLL board member.

Set up:

- Pull out the wooden ramp (the heavy side goes against the bottom of the shed)
- Slowly pull the grill down the ramp and over to the grill area on the side of the shed

Lighting (if a board member has not already done)

- The grill now has a gas hose. The tanks are in the storage shed, and there is a hose to connect to the grill. First, connect the grill, then turn on the gas, then proceed to light.
- The 'ignite' button on the grill is **not working**. You'll need to turn on the gas and use a long lighter from the BBQ utensils draw in the snack shack.
- **For a weeknight game - only light the right side of the grill.** There is an option to light both sides of the grill for a more considerable weekend crowd.

→ The grill must be turned off no later than the 4th inning to cool down.





Grill Food

Defrosted hot dogs should be in the refrigerator. Hamburgers can go on the grill frozen. If they are not there, check the snack shack or storage shed freezer. Ideally, you would NOT have to defrost anything, but if items did not get defrosted, use a tray of hot water to defrost hot dogs before putting them on the grill.

Prep to Grill:

- Take tongs and a spatula from the marked BBQ bin
- Take two clean silver sheet trays from the shelf (one for hot dogs, one for hamburgers)
- Take out buns
- Take out your slices of cheese

Designate a volunteer to handle the grill and another to wrap the grilled burgers and hot dogs.



Grill Trays

Grilling Hamburgers:

- We do not want to serve very rare burgers. Cook for about 5 minutes on the first side, flip and cook another 3-4 minutes on the second side. Add cheese for the last 30-60 seconds.

Grilling Hot Dogs:

- Place frank on the grill using tongs and position perpendicular to the grill grates. This ensures that the hot dogs get the best grill marks possible. Keep turning them to get grill marks all around. For our big hot dogs, plan to cook for approximately 7-10 minutes.

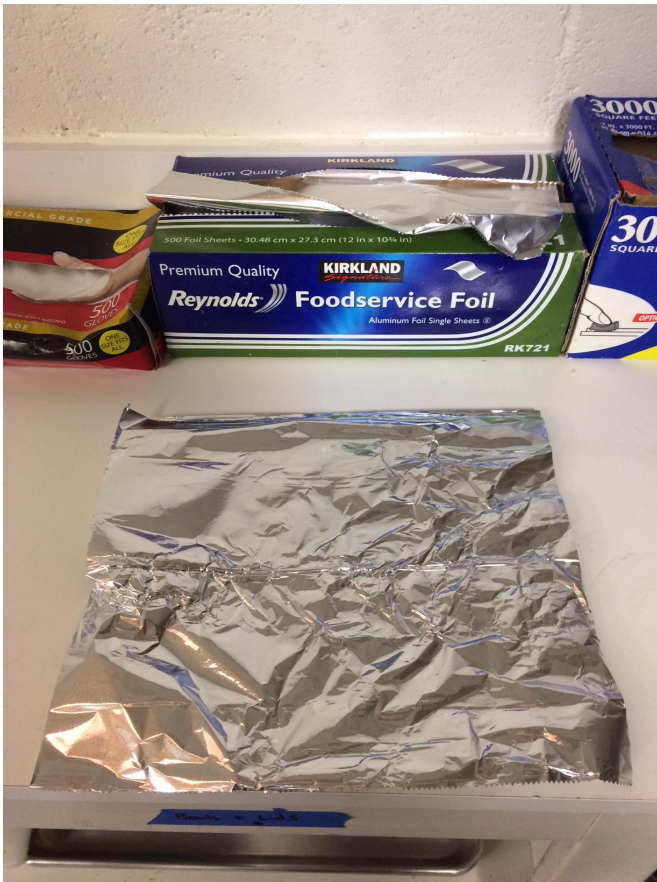
Use sheet trays to take items off the grill and back to the snack shack.

Wrapping Hot Dogs and Hamburgers:

- Put on food handling gloves
- Put a bun on a single sheet of aluminum foil
- Wrap item and place in the marked warming draw

Reserving Food

If a customer asks to purchase a burger or hot dog in advance and have it held in a warming tray until the end of the game, use a post-it note to mark the food item with their name.



Single foil sheets & food prep gloves are on the counter.

At each game, we grill both hot dogs and hamburgers. In general, cook the following for each game:

- Ten (10) hot dogs
- Five (5) burgers*
- Five (5) cheeseburgers
- Team hot dogs (only if hosting visiting team - see details in binder)

*You can always add cheese to a hamburger if those are selling more quickly.

→ **Cook more on a case-by-case basis. For example, if you are selling a lot by the 2nd inning, etc.**

Veggie Burgers

We don't usually grill the veggie burgers since the grill is meat contaminated. Veggie burgers can be made to order (i.e., don't cook until someone orders one).

Find the veggie burgers in the freezer.

Cook individually in the convection oven below the microwave or the microwave. Add cheese if desired. See the procedure attached to the convection oven.

Frozen Burritos

- Take burrito from the freezer
- Open, remove from plastic wrap, and put in serving tray/boat (the same one used for nachos)
- Follow the directions on the package (generally microwave for 1 minute)
- Turn over and microwave another 1:30
- Serve

Food Warmers

Before plugging in the warmers:

- Check each tray
- Wipe any excess crumbs or dirt from each tray

Plug in warmers and make sure each of the three drawers is turned on. Each drawer is marked for the food it will hold after it is grilled.

→ Make sure each tray is empty at the end of the night!

Any unsold items should be sold at half price, given to coaches, taken home by volunteers, or as a last resort thrown away.



Chili

Chili:

- If/when someone orders a chili dog or chili nachos, open only **one small can** at a time. Heat in the microwave-safe bowl (it's red!) and then spoon on.
- If you need to open a new one, use the can opener in the marked misc. drawer.
- At the end of the night, throw away any leftover chili.

Serving Chili:

- Can be poured over a hot dog (for a chili dog) - in this case, use a nacho boat to serve the hot dog with chili.
- Can be added to cheese nachos.

Nachos

Nacho Cheese:

- Comes in bags that fit into the nacho machine.

Serving Nachos:

- Put on plastic serving gloves
- Take red and white nacho "boat" from the shelf
- Hand fill boat with chips from the large bag
- Press the button on the nacho machine to dispense (give people lots of cheese!)
- Customers can find jalapenos on the outside bar

Setting up Outside Bar
Wipe down before and after each shift

Fill Condiment trays with:

- ☐ Chopped lettuce
- ☐ Cut tomatoes
- ☐ Pickles
- ☐ Jalapenos

Check the fridge (door shelves) for Tupperware full of pre-chopped veggies, or you may need to chop some fresh from supplies in the fridge.



Once filled, put condiment tray on the bar - check periodically throughout your shift and refill as necessary.

Also, put out:

- ☐ Napkin dispenser
- ☐ Bin of coffee creamer
- ☐ Bin of sugar
- ☐ Bins of condiments (ketchup, mustard, mayo, relish)
- ☐ Spoon/knife/fork holder (additional stock is under the microwave)

Making Fruit Cups

Fruit cups are a big seller at the snack shack. **The price depends on the type of fruit available for each cup. You can adjust if you only have certain fruit available. General guidelines:**

- Cup of Watermelon only - \$2.00
- Cup of mixed fruit (strawberry, melon, grape, etc.) - \$4.00

Use a cutting board (found on the shelf with bowls) and knife (found in misc. draw) to cut fruit and put in colorful plastic cups. Then wrap the top of each cup in saran wrap.

Find fruit cups on the shelf above the food wrap used on the top of them.

Store/display fruit cups by:

1. Putting one on the front counter with price (and the rest in the fridge)
2. Putting multiple cups in a bowl on the front counter with a sign indicating the price



Candy

Candy Storage:

- In the cabinet below the microwave
- In the shed with the BBQ

Coffee

We have two options for making coffee in the snack shack:

1. Single cups using the Keurig and coffee pods (both regular and decaf)
2. 12 cup coffee pot

If you are working on a **Saturday morning shift**, make a 12 cup pot of coffee. Weekend sales are the largest and you may not be able to meet the demand quickly with the Keurig.

Coffee Machine:

- Plug in (it is normally left on the “on” switch) at **least 15 minutes** before putting water in
- Put in a filter and fill up about $\frac{3}{4}$ way full with ground coffee
- Put one glass coffee pot under the filter
- Fill the other coffee pot with cold water and use it to pour the water into the marked water tank
- If you need to make a fresh pot, make sure **NOT** to put a hot coffee pot under the cold water - it will crack, instead always use the extra pot to fill the water tank

Keurig:

- **Best for weeknight games and one-off cups of coffee**
- Make sure the water tank is full
- Power on and allow to warm-up
- Select the small/med cup option for our coffee cups



Visiting Teams

When LOLL hosts a visiting team from another district (for example Aptos or Capitola), at the end of the game, we provide each member of the team with:

- **1 small team hot dog (smaller than the big ones we sell)**
- **1 pony bottle of water (½ size)**

Normally, we use team dogs on:

- Wednesdays (Majors)
- Thursdays (AAA)
- Saturdays (mix of AAA and Majors)

If you are working a shift with a visiting team, follow these steps:

1. Ask your coach or the board member on duty how many kids are on the visiting team
2. Grill and wrap the team hot dogs at the beginning of the game and put them in the 'team hot dog' warmer tray.
3. Load the half bottles of water into one of the team dog bins (bottom self next to Tupperware)
4. At the end of the game, deliver the team dogs and waters to the visiting team dugout



Team Dogs Draw

Note:

- Team dogs are “regular” size hot dogs and are different from the larger hot dogs we sell at the snack shack (we do not sell team dogs, they are only used for visiting teams)
- Team dogs use “normal size” hot dog buns, not the “hoagie” style used for the large hot dogs we sell.



Bin to deliver visiting team waters (small bottles) and hot dogs

Foul Balls

If a foul ball is hit off the field, it can be collected (usually by kids) and turned into the snack shack for a ticket.

The ticket is worth \$1.00 at the snack shack. Tickets can be saved and combined.

The turned in balls go in the foul ball basket on the shelf above the food warmers.



Clean Up

Clean the snack shack like you'd want your kids to eat from it :)

We have a broom, Swiffer, sponges, paper towels, etc. At minimum please wipe down any visible stains and sweep the floor.