

# SVJFAC CONCESSION STAND

Job Title: Teen Volunteer	Date: July, 2010
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## Concession Stand Operation Hours:

Practice (Mon-Fri) - August 2 - August 27 --> 6:00pm - 8:15pm CP, 6:15 pm - 8:30 pm GP

Practice (Mon/Wed/Thurs) - August 30 - October 22 --> 6:15pm - 8:30pm

Games (Every Saturday) - September 4 - October 30 --> 9:00am - ~9:30pm\*

\*Hours vary depending on the shift.

## Essential Job Functions

1. If you are on the first shift (open), you must report at least 15 minutes early.
2. Sign-in upon your arrival for work. If your name is not on the list, sign next to the person for whom you are working.
3. When you arrive for work, report to the Manager for specific duties.
4. You are not entitled to free food.
5. Your friends are not entitled to free food.
6. Please do not have friends standing at the counter talking to you.
7. No cell phone use while on duty. (Includes text messages)
8. Do not go into the cash drawer for your own purchase. If you want to purchase something, make sure someone else handles the transaction.
9. **NO EATING OR DRINKING IN THE FRONT WINDOW.**
10. When filling in for others, you will be paid \$15 per shift.
11. If you cannot make your assigned shift, please contact Concession Coordinator immediately for us to schedule a replacement.
12. If you do not show for your assigned shift, you will be removed from the list.
13. If you are assigned to work game day, the shift times will vary; you will not always have the same shift.
14. You cannot handle/prepare any hot foods.
15. If a Manager (or any adult) reports any problems with your behavior, we reserve the right to remove you from the list.
16. You must assist with cleaning up after the concession stand closes.\*
17. When business is slow, you will be kept busy by cleaning and stocking. Stocking includes: Filling fountain machines with ice, stocking snack shelves (candy, chips), stocking cooler with Powerade/water, stocking paper goods (cups, lids, forks, napkin holders, straws), stocking condiments in tray. Cleaning includes: spraying and wiping counters, sweeping floor inside and around the outside of the concession stand, taking out trash, picking up trash around concession stand area and bleacher area, emptying trash cans around concession stand area and bleacher area.
18. If you ever have ANY questions or suggestions, don't hesitate to discuss with the Team Mom, Manager, or Concession Stand Coordinator.
19. You cannot leave the premises until the Manager gives his/her approval.\*
20. The cash register drawer is counted before and after each shift; we hope to have no shortages.

## Requirements

- Always handle yourself in a professional and respectful manner.