

## Thank you for serving as parent reps for the spring sports teams.

### **Keys:**

Each team (varsity and jv) needs to appoint a person who will be responsible for opening and closing the concessions for their games, whether it's the parent rep or a volunteer "concessions parent" for the team. This person needs to sign out a key to concessions from Mr. Katz who is in charge of building security. He can be hard to get hold of, so it's a good idea to call first before going to the school. Let me know if you don't have keys by the time you need to open for your first event.

skatz@wcpss.net

### **Staffing:**

Each parent rep (or concessions coordinator) is responsible for scheduling parents to work the concessions stand for their games.

An app like Sign-up Genius seems to be very useful for this purpose.

Some teams handle sign-up on a first-come basis: those who sign up first get their pick of dates/games; those who have not signed up by a certain deadline will be randomly assigned.

**Attention:** please let your volunteers know that they must wear their hair back in hair restraints (per health dept. regulations: hairnets or baseball caps).

### **Training:**

We will conduct a training session for parent reps who can then in turn train their concessions volunteers. Please arrange with me to get training if you need it.

There are instructions on procedures and on how to operate each device in the concessions stand, usually posted near the device. Typically each team will have some parents who are experienced in working concessions from the previous year. When making your schedule, try to pair experienced parents with novice parents.

### **Start-up Money:**

You will need to get in touch with the concessions fund manager (this position has not been filled this year – please contact Jill Tate). Jill will handle start-up money and collect and deposit money.

**Attention:** there is a new accounting form which 2 people must sign after counting proceeds. It should be included with the money when turned over to Deb for deposit.

I am attaching the concessions manual and an opening and closing checklist for you to review. (Some of the information pertains only to the stadium concessions.)

### **Supplies**

At the beginning of the season, the concession stand will be well stocked. We will depend on team parents to help keep the concession stand stocked throughout the season. One team parent will be given \$100 petty cash to purchase needed supplies (mostly hot dog buns – best place to purchase is BJ's or Costco). If popcorn, oil or Pepsi products are low, please contact Terri Voltz.

**Please feel free to contact me with any questions.** Let me know when inventory is running low or if you have other problems. We are open to your suggestions for making concessions run more smoothly. Thank you for supporting our student athletes here at Athens!

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