

Madison Ice Arena Concession Stand



Weekend (Sat and Sun) Shift Instructions

Stand Hours : Saturday 6:30 AM – 6:00 PM + ½ hour clean
Sunday 6:30 AM – 4:30 PM

Weekend Closing Shift (Saturday 4:30 – 6:00 PM + ½ hour clean)

Administration – Start of Shift

- Get empty cash drawer located in concession stand under front counter.
Receive \$200 in cash from cash drawer of volunteer you will be relieving ... if no volunteer, see Rink Manager to receive \$200 starting cash.
Document starting amount on attached Shift Summary Sheet. If under/over \$200, circle amount.
Place cash drawer on one of the two keyboard shelves at front of stand.

Food Storage – End of Shift – Concession Stand closes at 6:00 PM – Additional ½ hour for clean/store

Note : All food handling requires gloves.
Note : If special event notes attached, quantities below may change. Please adjust accordingly.

- Pizza Turn off machine. Wait until cool. Clean according to instructions on machine.
Popcorn See instructions on machine to turn off and clean.
Pretzel See instructions on machine to turn off and clean. Mark # of unsold pretzels as spoilage on Shift Summary Sheet. Cover salt tray and put back into fridge.
Nachos Follow attached instructions on machine to clean dispenser and machine.
Slushies Check levels on each flavor machine. If below minimum level listed on side of tank, see attached instructions on machine to refill.
Hot Dog - Brats See instructions on machine to turn off and clean. Mark # of unsold hot dogs/brats as spoilage on Shift Summary Sheet. Put buns away on counter.
Coffee Open Milk Fridge, remove tube, and place cap on milk jug. Empty and clean coffee ground drawer on coffee machine. Wipe down front of machine. Empty excess water bucket located in cabinet under machine. Place tube back into container when finished.
Soda Run hot water through soda machine tray until clean.
Organizational Remove condiment container from front counter at end of shift and refill as needed. If time during your shift, refill candy, chips, paper supplies as needed.

Food Preparation – End of Shift

Note : All food handling requires gloves.
Note : If special event notes attached, quantities below may change. Please adjust accordingly.

- Hot Dog – Brats Check refrigerator for defrosted hot dogs/brats. Make sure there are 8 hot dogs and 8 brats. If not, transfer from freezer to compensate.

Administration – End of Shift

- Count out \$200 in change and small bills from your drawer and transfer to empty drawer located underneath front counter of concession stand. Place \$200 marker in drawer and place on keyboard tray.
Count money remaining in your drawer using ScratchPad on Shift Summary Sheet and fill in Cash Sales field. Add up PuckPass sales during your shift from PuckPass Sales Log Sheet. Write on Shift Summary Sheet. Total the two amounts.
Add any additional comments on Shift Summary Sheet, including any Spoilage. Place completed Shift Summary Sheet and PuckPass Sales Log Sheet into plastic drawer located on the middle top shelf of the Concession island.
Place cash into attached envelope, fill out information listed on the envelope and place in Black Deposit Safe located on the rear bottom shelf (lower left) of the Concession Stand island.
Turn off lights, lock concession stand, pull down gate, lock, return key and enjoy the rest of your evening.