

## St. Bede GAP Snack Bar Information

Greetings Hornet Families,

Welcome to the St. Bede Volleyball and/or Basketball Season. In keeping with our teamwork efforts, we are requesting all team sports to participate in hosting the snack bar at St. Bede Gym during one of your home game every season.

Your team will be assigned a home game date to operate the concession stand once the Southern Alameda County League game schedule is posted: [www.oaklandcyo.org](http://www.oaklandcyo.org)

An instructional guideline for snack bar operations may be found on the St. Bede Hornet's website [www.mystbede.org](http://www.mystbede.org) and will also be available in a white binder in the snack bar. The outline will assist to guide your team in managing the snack bar. The Girl's Athletic Director will purchase all provisions and the Snack Bar Coordinator and assigned volunteers will set-up before the first scheduled game. The Snack Bar Coordinator will designate one cashier for each shift to track the accounting during the beginning and the end of each shift while the other volunteers handle the food service.

The last shift is responsible to thoroughly clean the snack bar counters, wash all pots, dishes, and containers used, and return the containers with the food items back on the shelf and/or refrigerator. Also, be sure that the designated cashier transfer the cash from the drawer into the cash lock box and the Snack Bar Coordinator or Athletic Director will pick up the cash lock box at closing of the last scheduled game. Please be sure to lock the metal roll up window, and that the snack bar door is also locked.

If you have any questions, please contact the Snack Bar Coordinator or the Girl's Athletic Director. On behalf of the GAP program and the Board members, we thank you in advance for your valuable time and your unending support towards the success of the St. Bede Girl's Athletic Program.

Karl Sales  
Snack Bar Coordinator  
(510) 676-3134  
[karlsales@hotmail.com](mailto:karlsales@hotmail.com)

Becky Marino  
Girl's Athletic Director  
(510) 461-3851  
[beckymarino@att.net](mailto:beckymarino@att.net)

# St. Bede GAP Snack Bar Guideline

**Supplies / Food/ Drinks** will be already fully stocked in the Snack Bar area and refrigerator before the scheduled first home game . Additional french fries are in the freezer chest in the back electrical room down the hallway from the office. Extra hot dog buns will be in the refrigerator in the electrical room.

**The stove and oven power** will be turned on by any of the volunteers when needed.

**The hot dog steamer** must first be plugged in, and water must be added to steamer portion which is right container of the hot dog steamer. Open the steamer, make sure the steamer holes on the bottom are "open". There is a small latch inside that you just move to open it. Pour some water through the open holes. Make sure not to over fill it, and also make sure to check it so that it does not run out of water, and continue to add water throughout the scheduled shifts as needed. **DO NOT USE THE LEFT SIDE OF THE STEAMER. THIS IS SUPPOSED TO BER USED TO COOK HOT DOGS. HOT DOGS WITH BUNS WILL GET SOAKED .**

**The nacho machine** is located on the counter next to the sink. Plug in the machine on the counter nearest the sink. Pour water into the nacho machine just enough to cover the metal warmer on the bottom. Open one big can of cheese and place the whole can into the nacho machine. Put the top cover/pump of the nacho machine inside the nacho cheese can so it fits and covers the can. Check to make sure the top cover/pump is functioning by pumping the cheese. If no cheese is coming out, then check to make sure that at the base of the pump, the screw is turned closed.

**Boiling water for the hotdogs:** Using the medium size pot, add water and boil at medium heat a half an hour before the first scheduled game. Add 8 - 10 hot dogs to the boiling water, cook and drain. Individually wrap each hot dog with a bun in white tissue paper. Place the hot dogs in the hot dog steamer on the "RIGHT" side of the steamer. "DO NOT PUT ANY HOT DOGS WITH BUNS ON THE LEFT SIDE OF THE STEAMER".

**Crock pot set up:** Open 1 large can of chili and pour half to three quarters into the crock pot. Set at high heat and stir occasionally.

**Deep fryer set up:** plug the deep fryer next to the nacho machine. Light should turn on. If not press the reset button on the side of fryer. Add frying shortening almost to the top of the fryer. Temperature should already be set. Put two to three bags of french fries in the refrigerator, and one bag on the counter next to the fryer. Pour french fries into each of the deep fryer basket, and fill deep fryer basket ½ way with french fries. Do not cook first batch until first customer places order. Once french fries are cooked, lift basket, shake all excess oil, then pour french fries into foil pan next to fryer. Lightly pour salt over the french fries and mix french fries around with tongs the salt is evenly spread.

**Candy and chips display:** set up the 4-white wire mesh and prop up shelves with soda cans and water. Display all candies, chips, and drinks on the shelves.

**A. Sodas, Gatorade, and Water:**

The following supplies should be placed in the refrigerator and a full inventory should be constantly replenished:

1. an assortment of sodas (Pepsi, Diet Pepsi, Coke, Diet Coke, etc.)
2. an assortment of Gatorade
3. water

**B. Hot Dogs:**

1. serving gloves are available for your convenience
2. fill the hotdog pot with water and bring to a boil
3. once the water comes to a boil, add 8 - 10 hotdogs into the boiling water and cook
4. once the hot dogs are cooked, remove from heat.
5. place the hotdogs in the hotdog buns and wrap individually with white tissue paper
6. individually wrapped hotdogs are placed in the hotdog steamer. Occasionally, hotdogs need to be rotated placing the hot dogs from top to bottom
7. keep the pot filled with water on the stove top to cook more hotdogs once the individually wrapped supply is down to at least 4

**C. Candies and potato chips:**

1. set up the 4-white wire mesh and prop up as shelves with soda cans on the counter facing the lobby on the farthest right side of the counter.
2. display all candies, chips, and drinks on the shelves.

**D. Nacho chips:**

1. serving gloves are available for your convenience
2. on the counter next to the sink, lay out paper towels across  $\frac{3}{4}$  of the length of the counter
3. fill up the nacho containers with nacho chips
4. line up the containers filled with nacho chips on top of the paper towel
5. the nacho cheese machine should be across from the nacho chips for easy access

**E. French Fries:**

1. set up the deep fryer next to the nacho machine
2. add vegetable oil to the deep fryer and keep at medium to high heat
3. start off by cooking  $\frac{1}{2}$  bag of french fries and place in the large pan
4. drain the fries by letting it sit in the fryer basket and shaking off the excess oil. Then put in the foil pan next to the fryer, and add salt
5. use your own judgment to fry the next batch

**F. Chili:**

1. set up the crock pot next to the deep fryer
2. open one large can of chili
3. pour in the crock pot
4. cook at medium to high heat, stirring occasionally

**G. Chili cheese dog or chili cheese fries:**

1. on a hot dog, add chili from the crock pot and cheese from the nacho machine
2. place an order of french fries on a nacho dish, add chili, then nacho cheese

#### **H. Condiments and Menus:**

1. place 2 to 3 menus on the customer counters facing the customers
2. place mustard, ketchup, relish containers, and jalapenos on the customer counter and on the table in the lobby on the right hand side.
3. place napkins in a basket and set on the customer counter
4. fill up the utensil holder with spoons and forks, making sure the handle of the utensil are facing up for sanitary purposes

#### **I. Extra Supplies and Miscellaneous:**

1. place extra french fry/nacho chip containers, napkins, and serving gloves on shelves under the counter
2. if there are supplies you need, please contact Karl Sales or Becky Marino

#### **J. Food handlers and money handlers:**

1. it is recommended to designate one person handling the **money only** , and several people providing the service as this will keep the service sanitary for the customers
2. **do not allow** students to handle any money
3. if you are handling food, add up the amount you sold, inform the person in charge of the cash the total amount, and he can make the exchange with the customer
4. please be reminded to fill in the form and log in your appropriate time slot and the total amount of cash at the beginning and at the end of your shift
5. when the next shift arrives, the designated cashier person should also log in, and count the total amount before and after his shift

#### **K. Training your replacement**

1. once your schedule is over, it will be your responsibility to train your replacement and show him where everything is found
2. the snack bar coordinator determines who will handle the money and who will handle the food distribution

#### **L. Children's/Students Safety**

1. NO children allowed inside the Snack Bar area with the exception of an 8<sup>th</sup> grade and/or high school volunteer assigned to help as long as there is an assigned adult to supervise the shift.
2. there is to be **no more than (2) 8th grade or high school student s** as helpers in the snack bar area, and student s are not to handle the cash transactions
4. be sure the children's/students are kept safe at all times as there is hot water and hot appliances in the snack bar area, and we should never compromise the children's/student's safety
5. do not allow children to run in and out of the kitchen
6. there should only be the adult volunteers, and no more than 2-students earning their community hours in the snack bar area at all times, as the snack bar area is quite limited and having too many bodies in the area can hinder our ability to serve the customers