Trinity Christian Concessions Instructions

Thank you so much for your willingness to serve and make the TCS Athletic experience better!

FYI, 14 year and older TCS students can serve without a Volunteer app (as they are already students). Grandparents, parents, other Family members or friends can serve if they do have a current Volunteer app on fine (and everyone has to have a FHL to serve unpackaged food - "Server" position, but all other positions do not require this)

1. Please arrive 15 minutes before game time
2. Pull hair back
3. Keep personal items in the personal items bin in the back left of the kitchen
4. No kids in concessions area, only those serving
5. Set out items to sell if not already set out, key to Concessions cabinet is behind Mr. Nelson's door in Key box, Key is #4.
6. Plug in (so the battery stays charged) and turn on Square CC machine
    a. Under Library at top middle, scroll down to "Concessions" and click
    b. Click on item "chips" etc, and add however many items desired to purchase
    c. Click "review sale" on bottom
    d. Click "Charge $"
    e. Click "Confirm & Pay" It will add a CC fee.
    f. Tap or insert CC or apple/google pay etc.
    g. Do not print receipts

7. Set out Cash Box
8. When pizza comes, put receipt into Cash box
9. Use gloves at all times when serving unpackaged food. Do not touch anything else, money, handles, etc, while serving food with gloves.
10. If serving Pizza, Nachos or Hot dogs - follow instructions to temp check item before 1st sale, record temperature and time and date on clipboard located in the first cabinet to the left when you enter the kitchen.
11. Please put items away in the concessions cabinet/area after the last game, return the cash box to the cabinet and lock. Return key to Mr. Nelson's office key box behind the door.
12. Wipe down Counter tops with disinfectant and sweep up/clean up any spots on the floor we made.
13. Take out trash for other volunteers to take to the dumpster outside. Reline Trash cans.

Thank you!!!