

## **HERSHEY LITTLE LEAGUE CONCESSION STAND RULES AND HYGIENE EXPECTATIONS.**

1. No eating food while on duty. Please take food outside of concession stand during breaks or after shift duty is over. You may have drinks while on duty.
2. You are allowed one free drink while on duty and a reasonable food item and drink after your shift ends. You are required to pay for all other items.
3. Only adults age 16 and older will be permitted to work in the HLL concession stand to prepare foods, collect payments and make change, or work any equipment.
4. Only adults age 18 and older will be permitted to handle the transfer of money and “count out” at the end of the day/evening.
5. Only adults age 16 and older will operate the hot food machines and handle hot food items.
6. No children under the age of 12 allowed in the concession stand.
7. Children age 12 to 15 may only retrieve snack items and drinks, help gather trash around the complex and restock paper supplies or condiments.
8. No equipment bags are allowed to be stored or left in or laying around in the concession stand.
9. No running in and out, or other horse play allowed in the concession trailer and limit the use of the exit door as a standing area (viewing of games on south or memorial fields)
10. The serving window cover should remain closed until the money has been transferred in, counted and the concession stand is ready for business. Concession commissioner or board members should count in the money and confirm with another member the exact count.
11. The door of the concession stand will remain unlocked during business. The only time it will be locked when occupied is when the money is being counted in for the opening or counted out for closing of the concession stand for the day.
12. No running around or playing near the concession trailer by anyone during operating periods.
13. The following minimum expectations for food handling must be followed by all concession stand workers, at all times:
  - **Health and Hygiene:** Only healthy workers should prepare or serve food. Anyone who shows symptoms of illness or disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands, face or arms should not be allowed in the food concession area. Workers should wear clean outer garments and the use of hair restraints is recommended to prevent hair ending up in food products.
  - **Hand Washing:** Frequent and thorough hand washing remains the first line of defense in preventing illnesses, foodborne or otherwise. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitutes for hand washing! Thoroughly wash hands for 30 seconds with soap and warm water after potential contamination events. Also wash hands at least every twenty minutes and anytime you touch your face, or you handle any other un-sanitized surface. (Use of hand sanitizers can supplement hand washings, per U.S. CDC).

- **Food Handling:** Food-handling gloves: Avoid contacting any unwrapped or pre-wrapped food items with bare hands. ALL workers must wear proper/approved food service gloves and use acceptable dispensing utensils to serve any unwrapped food. Food-handling gloves are recommended and provided as an additional barrier. Gloves should be changed at every hand washing and when they are soiled or contaminated. Perishable foods should never be out of the refrigerator for more than two hours. Avoid using foods prepared at home\* except for baked goods such as brownies, cupcakes, and cookies, etc. (\*If meats and poultry are completely cooked ahead of time and then chilled before use, its OK to put them on grill for reheating.) NEVER reheat or warm-up prepared food items leftover or unsold from previous days or events.
  
- **Washing Dishware and Serving Utensils.** Use disposable utensils for food service whenever possible. Keep bare hands away from food-contact surfaces, and never reuse disposable dishware. Wash all dishware and utensils in a four-step process: Washing in hot soapy water; Rinsing in clean water; Heat sanitizing and Air Drying.
  
- **Wiping Cloths/Dish Rags and Towels.** Rinse and store these wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach) during use. Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies and gnats.
  
- **Food Storage and Cleanliness**
  - Keep all foods stored up off the floor at least six inches.
  - Use Disposable Containers, Utensils, Napkins. (Disposable knives, forks, spoons, plates, and napkins should be used to cut down on cleaning and cross contamination.
  - Disposable serving products should never be cleaned for reuse.
  - Always use plastic cutting boards and not wood ones, as wood cutting boards tend to hold bacteria and are difficult to clean and sanitize.
  - Clean the concession areas and all surfaces frequently and thoroughly, and discard all unused, prepared foods after each event.
  - Food preparation surfaces should be constantly cleaned and wiped down to combat bacteria and to discourage insects.
  - Keep any trash containers inside the concession stand covered and empty these frequently.
  - Never commingle ice that is used to cool drinks with ice to be served in drinks.
  - Dispose of concession stand wastewater in an approved method instead of dumping it outside the concession stand on the stones or grass.

## **OTHER GENERAL CONCESSION STAND INFORMATION FOR WORKERS**

### **\*\*\*Schedule of Concession Stand and Duties\*\*\***

- The concession stand board member/commissioner will post on the HLL website and/or Sign-Up Genius the duty schedule once all games are scheduled.
- Each team is responsible for designating a team representative. The team representative will work with the parents to ensure the concession stand is staffed during each game.
- The home team is responsible for providing a minimum of 2 adult volunteers in the concession stand. Children age 12-16 are just helpers. Limit the helpers to just 2 per shift.
- It is the responsibility of the team representative to check to see when their team has duty and if all open slots are filled.
- If changes are made due to bad weather-the concession stand board member will contact you or it will be posted on the website.
- All teams are responsible to provide a minimum of 2 volunteers to run concession stand when scheduled. Failure to show up for scheduled concession stand duty will result in a head coach of the home team pulled from the game(s) to work in the stand with 2 other parents.
- Team representatives, when your team has duty-please be sure to remind your parents the day before duty. Also arrive at your set time and if you see that your team will be late-it is your responsibility to send someone to the concession stand to operate as scheduled.
- Contact the board member/s on duty if your team is on duty and the next shift has not arrived or reported that they will be late. If at any time during your shift you have a problem in the concession stand or a problem is reported to the concession stand—contact the board member/concessions commissioner as soon as possible.
- SUGGESTED SHIFT TIMES-THESE ARE THE SHIFT TIMES HELPFUL FOR EVENING GAMES.
- OPENING SHIFT 5:15-5:30-7:15 P.M.
- SECOND SHIFT OR CLOSING SHIFT 7:00-8:30 P.M. CLOSING SHIFT 8:15-9:45 P.M. SUGGESTED SHIFT TIMES-THESE ARE THE SHIFT TIMES HELPFUL FOR WEEKEND GAMES.
- OPENING SHIFT 8:15-8:30-10:15 A.M.
- SECOND SHIFT 10:00-11:30 A.M.
- CLOSING SHIFT 11:15 A.M.-12:45 P.M. AND SO ON TILL LAST GAMES OF THE DAY.

- \*\*\*First Aid Kits & Ice Packs\*\*\* The first aid kits are located in the same location as the fire extinguisher under the large counter in the concession trailer. Ice packets or Ziploc bags should be stored in the freezer near the ice bags. Please be sure to have about 2-3 made up at any given time.
- \*\*\*Fire Extinguisher\*\*\* The fire extinguisher is located underneath the large counter in the concession trailer with directions on how to use it. (NOTE: You must call 911 if you have a fire that requires the use of a fire extinguisher)
- \*\*\*Emergency Information & Phone Numbers\*\*\* All emergency information and phone numbers are located on the hanging clip board in the concession trailer, as well as located on the Hershey Little League Website. ANY PLAYER injury during games or practices, or any spectator injuries MUST be reported promptly to the Hershey Little League Safety Officer via cell phone, text or in person.
- \*\*\*Umpires Drinks and food items\*\*\* We treat our umpires to free water and hot food items at the end of the night. During extremely hot games, please offer free water and/or free Gatorades to the umpires as often as necessary.
- \*\*\*Lost and Found\*\*\* All small items turned into the concession stand will be placed in the lost and found box that is located in the concession stand. All large items such as chairs and equipment bags or items will be stored in the space under the concession trailer behind door steps. At the end of the season all unclaimed items in the lost and found will be donated to charity.
- \*\*\*Trash Helpers\*\*\* You may have younger children come to the concession stand window wanting to help pick up trash around the complex-please limit the helpers to 5 a shift. They may only get a blow pop. 5 pieces of gum or one candy bar as their reward.
- \*\*\*Cleaning Chemicals\*\*\* All cleaning chemicals are located in the cabinet under the large counter area, with additional “in use” items on the shelf above this cabinet. Please notify the concession commissioner of any shortages or needs.
- \*\*\*COUNTING OUT MONEY AT THE END OF THE DAY\*\*\* NO MONEY should remain in the concession stand at the end of the day. All money should be counted by the Concession Chairperson and another adult. Money is stored offsite with the Concession Commissioner/Chairperson or the HLL Treasurer each day.
- \*\*\*Board Members and Schedules\*\*\* All board member information and game/practice/board duty/concession stand duty schedules should be posted on the website and may also be located on the concession trailer side wall.