

CONCESSIONS VOLUNTEER

6:25pm (1:25 pm) Arrival time

- Get the cash box from the Board Representative on Duty (BOD) and precount cash and sign the cash transfer form to indicate that you have received the amount of cash indicated on the form.
- Unplug the Square terminal from where it is charging & move it near to the concession stand. If you haven't used Square before, review its user interface.

6:30PM (1:30PM) Concessions Operations

- All concession transactions must be run through the Square terminal, even for cash transactions. This is because Square keeps track of our inventory.
- Be accurate in the items that you select on Square, again this is so we can use it to keep track of our inventory.
- If someone says 'keep the change', put that change in the donation jar and NOT the concessions cash box.
- Restock candy, cold beverages, & supplies as is needed

7:30 pm (2:30 pm)

- If there is an intermission, then:
 - Give the money box to the BOD. They will keep it safe until you return at intermission.
 - Make sure refrigerator is restocked (putting room temp beverages behind the cold ones)
 - Restock candy & other supplies as needed (lids, cups, etc)
- Be ready to open up concessions immediately when intermission starts (money box set out, coffee already made, etc)

Closing down concessions

If there is no intermission, then this happens shortly after the show starts. If there is an intermission, then this happens shortly after the intermission is over.

- Count money in the box, fill out the rest of the concessions cash form, sign it & then hand it to the board member on duty. They will count the money too and sign it.
- Return all candy, tea bags, and cocoa packets to the cabinet where you got them. Please keep them orderly so that it is easy to restock for the next show
- Coffee supplies (lids, stick stirrers, creamer, sweetener) may remain on the counter
- Wipe down the counter & clean up any messes
- Plug the Square terminal back in so it is fully charged for the next show.
- Fully restock the refrigerator