

2011 GUIDE

ALBANY LITTLE LEAGUE SNACK SHACK

Welcome to the 2011 season! Albany Little League earns revenue from the sale of food and snacks at the Snack Shack to pay for its operating expenses such as equipment and field maintenance. We are pleased to serve free range beef hot dogs, fruit sweetened drinks along with the old favorites, soda, candy and a large selection of healthy snacks.

Please remember that this is our main fundraising activity and our prices reflect our need to earn profits. We appreciate your cooperation. We cannot give food away or be careless in wasting food. Volunteers working in the Snack Shack **MUST** pay for all food eaten. Only umpires will receive a free water (before game, but are encouraged to bring a refillable water bottle), drink and a hot dog or menu item (after game). There are no other exemptions from payment. We are sorry that children are not permitted to work in the Snack Shack due to safety concerns.

NEW THIS SEASON! We have purified water from the tap! **PLEASE** bring your own water bottles to the Snack Shack to be filled and help reduce the amount of plastic bottles at the field. Water bottles will be available for sale as well.

SECURITY/KEYS:

Keys for the snack shack are in a lockbox on the outside wall of the shack to the right of the front door. Every team parent will receive a security code the week "Home" games are played. The code changes every Sunday night.

How to open/close the lock box: 1) Push Clear. 2) Push the three buttons to your combination. 3) Push down the open button and while holding it down, pull the lid out from the key box. 4) If you have entered the wrong combination or it will not open, press clear and start again.

PLEASE DO NOT remove the key from the lockbox lid, use the key attached to the lid at all times. To replace the lid and lock, you must enter the combination again.

IMPORTANT: Upon entering the Snack Shack return the key/lockbox lid back to its place on the wall outside until closing/locking and returning to outside wall.

Sign in and out on the sign in sheet on the bulletin board. This will help us keep track of things such as missing keys. Please return the keys to the box for the next shift!

MONEY/ACCOUNTING: NEW THIS SEASON,WE HAVE A CASH REGISTER!

(Directions for cash register will be posted in the Snack Shack).

If possible, have one person handle the money at all times. **OPENING:** There will be \$80 in small bills of \$1's and \$5's plus change in the CASH DRAWER. If you accumulate a lot of cash over \$100, deposit money in deposit envelope found in the cash drawer. Follow instructions on envelope, record amount in "Daily Sales Book" and drop envelope into DROP SAFE to the bottom right of the cash drawer. Always keep around \$80 in the cash drawer. Checks are payable to Albany Little League.

CLOSING: Count out \$80. in small bills of \$1's and \$5's to keep in cash drawer. Make a final deposit of all remaining cash and checks in deposit envelope found in cash drawer. Record total in "Daily Sales Book". Follow directions on envelope and drop into the DROP SAFE.

CLEANLINESS/HEALTH:

Sorry for stating the obvious but we can't be too careful with so many people...**Remember to wash your hands. Use gloves and tongs when directly handling food.**

Thank you for keeping the shack clean and healthy for all. Keep counter surfaces, appliances, utensils, bottles of condiments, and dishes clean. Cleaning supplies are under the sink. Thanks for storing food supplies on shelves or counters and never on the floor.

MENU/PRICES:

The menu and prices are posted on the chalkboard above the counter and center front post above cash drawer. If you do not see an item on shelves, counter, or refrigerator/freezer, check in the supply room.

Write supplies needed on shopping list posted on the bulletin board.

FOOD PREPARATION

HOT DOGS: Upon arriving immediately turn on ROLLER GRILL, flip switch to ON and turn the Front Roller Knob to High and Rear roller knob to low. Place 6 hot dogs, 3 Italian sausages and 3 chicken apple sausages on front rows of the grill. Please only cook thawed dogs/sausages on roller grill, they will take approx. 25 minutes to cook. As the hot dogs and sausages cook, rotate to back rollers to keep warm until ready to serve.

BUNS: Buns are kept on the shelves below the Roller Grill. Customers have choice of WHITE or WHEAT .Please take buns from the freezer or store room as needed and store in these containers. **DO NOT** refrigerate defrosted buns (they will harden). Warm buns in toaster oven before serving.

Be careful about cooking too many hot dogs/sausages near the end of the last shift. Aim for no more than 8 hot dogs and 3 each of sausages in the last ½ hour). One can always heat food in the microwave for a last minute rush. Sell unsold hot dogs and sausage at the end of the day for ½ price if coaches do not want them.

NEW! VEGGIE DOGS: Heat veggie dogs in microwave or broil in toaster oven as ordered.

HOT BEVERAGES: To make tea, hot cocoa and instant coffee: Fill electric kettle with water, be sure and use filtered water from tap To boil, press black button down on bottom edge of pot. Reheat and refill throughout shift.
COFFEE: Make brewed on weekend mornings, serve instant on weekdays (it is really good!). Place cream on counter along with sugar.

NEW! ORGANIC WHIPPED CREAM ! Use for cocoa and coffee mocha (coffee + cocoa+ whipped cream). It's hard to resist, but please use suggested amount of whipped cream on drinks. Will be posted in Snack Shack.

COLD BEVERAGES: Mexican COKE and Virgil's Root Beer in bottles. Due to safety reasons, the COKE/ROOTBEER must be served in the "Coke" paper cups, and bottles recycled. There is a bottle opener on the wall to the right of the sink. Please remember to restock drinks as needed, placing cold drinks to the front of cooler. We have a large selection of NEW drinks this year, all back stock is in storeroom.

CONDIMENTS: Place mustard and ketchup and bottles on counter. Fill condiment trays halfway with relish, sauerkraut, jalapenos, grated cheddar cheese, salsa and freshly diced onions and place on counter facing Krone Field for easy access and self-serve.

Refill as needed. Unused condiments in trays must be thrown away into GREEN container at end of the day.

NACHOS: Are made in toaster oven. Please let customers know this will take 5 minutes to prepare. Wrap a food boat in a sheet of foil. Using tongs fill halfway with tortilla chips. Sprinkle with cheddar cheese, put another layer of chips and top with more cheese. Turn on oven to 375, "Bake Function". Place a foil dish on tin tray in oven. Turn timer ON between light and dark toast icons.

CHILI NACHOS: Make nachos as above adding 1/3 cup of warm (microwaved) chili to second layer and sprinkle with cheese.

CHILI: We use vegetarian canned chili. Check to see if there is some opened (in Tupperware, in fridge) before opening a new can. To serve, place in a 10 oz. (small) hot cup and microwave for 1-1/2 min.

BURRITOS: Take frozen burrito from freezer and remove wrapper. Loosely wrap in yellow paper. Heat in microwave for 45 seconds. Turn burrito over and heat for 45 min. more. Serve in food boat.

PIZZA BREAD: NEW! Sliced Acme bread with pizza sauce, mozzarella and parmesan cheese, baked in the toaster oven. Please see directions on wall to left of oven.

RAMEN NOODLES: Place noodles in "soup size" paper cup with seasonings. Add boiling water to cover noodles and put lid on, let sit for 3 minutes before eating. Cups can be hot, wrap in napkins.

ICE CREAM: Vanilla and Chocolate ice cream cups, fudge bars, fruit popsicles and "natural" otter pops.

POTATO CHIPS, SUNFLOWER SEEDS, CORN NUTS, CHIPS, CANDY are displayed in baskets or boxes on counter. Additional inventory to sell is stored in blue baskets under front counter, check storeroom as well.

T-SHIRTS & HATS: Along with hats and t-shirts, the Snack Shack will be selling water bottles and seat cushions. Make sure to press the appropriate key on the cash register for these items for accounting purposes.

CLOSING: Thanks for checking that surfaces and dishes are clean. Unused condiments in tray must be thrown away at the end of the day, please use green debris pail. Roller grill needs to be wiped down, turning rollers to clean evenly, tray removed and washed. Please also sweep and mop the floor daily, and be sure FREEZER DOORS are CLOSED! Check that all appliances are TURNED OFF when leaving. Make sure door is locked and windows secured. Please see "SECURITY/KEY" for key procedures (above).

RECYCLING /TRASH: The Snack Shack is now Recycling and Composting! Under the sink you will find a GREEN Compost Bin (food, food soiled paper waste), BLUE Recycle Bin (cans, aluminum foil, plastic, cardboard, mixed paper, plastic bags: to be consolidated in one bag), and TRASH (everything else).

The last shift should place trash in the appropriate can outside the Snack Shack. Green compost goes to the dumpster on Tenth Street. Replace clear liners in the bins. **PLEASE NOTE:** The gated area behind shack is for storage only (no cardboard).

Help keep our Ball Fields Green and Clean! Kids can now pick up litter in exchange for a FREE popsicle or bag of chips. This is how it works. Kids can check out a litter grabber (located behind drink fridge) and a plastic bag. Fill'er up, bring back the grabber and litter, and get a free treat!

CONTACTS:

Snack Shack Phone Number: 526-1125

Snack Shack Coordinator: Cindy Alwan

295-9792 cell or text, 524-8738 home < cindyalwan@gmail.com >

A BIG thank you to everyone for making the Snack Shack a fun place to volunteer and a profitable venue for the League! If for some reason you cannot make a shift, please find a replacement or contact your Team Parent.