

Snack Bar Scheduling

Thank you for taking the time to volunteer to work at the snack bar. Charter Oak Youth Baseball and Softball Association relies on volunteers, and we really appreciate you!!

Team Parents must COMMUNICATE WITH PARENTS THE NEW SNACK BAR VOLUNTEER SCHEDULE PROCEDURES.

Snack bar scheduling is online, and it will be the parents' responsibility to schedule themselves for the day/time that suits them best.

BUY-OUTS WILL ONLY BE ACCEPTED UP TO THE FRIDAY BEFORE THE DESIGNATED WEEK.

Team Parents must confirm volunteers that are not buy outs up to the week prior to their designated snack bar week with the VP of Finance.

Parents: Please sign up for 1 shift/spot per player. **Families with more than 2 registered players per account only need to work two shifts.**

VERY IMPORTANT!!!

When signing up for a shift, please list in the comments the player's name for whom you are working the shift.

Schedules will be open up to 48 hrs prior to the week start date (Friday night). ****Shifts will be on a first come, first served basis!** Please only reserve ONE spot. Additional spots will be deleted and made available to others. No changes will be allowed within the 48 hours of the current date and will be subject to buy out fees. "No shows" are subject to a \$50 buy out (cash only) fee, and/or the child will be subject to sitting out until paid.**

Please also note that any game rain out dates will be rescheduled and shifts tied to rain outs will also be rescheduled.

In order to be considerate of the hired volunteers' time (buy out shifts), schedule cancellations or swapping must be made NO LATER than 48 hours prior to the current date. Any cancellations with less than 48 hr notice are subject to the snack bar buy out fee of **\$50.00**. Your player(s) will be benched until payment is received. **Cash will be the only form of payment accepted for buy outs.** A receipt will be provided. Because there are more of you than there are of me, there are no exceptions to this.

Any player's family member, friend, or hired help ****over the age of 15**** may be scheduled to cover the player's snack bar duty. Please note: Although we will make an attempt at having someone available to run the grill, there has to be at least one adult per shift willing to work the shift and/or fryers. **"Cooks" must be 18 & older to cook.**

Please note the following snack bar "guidelines":

Please check in with the staff upon arrival. You will be asked to sign out at the end of your shift. ****Please note: ONLY those that are assigned snack bar staff may check you in/out.** They are identified by their badges.**

Yes, it is a snack bar, but the health dept. sees us as a functioning restaurant, and we are held to a higher standard than a typical "snack shack". As such, we need to be sure to follow these guidelines.

- **Wash your hands frequently**, if you are handling food. We do also have disposable gloves for handling food, but that does not omit the need to wash your hands and doesn't mean you use the same pair for the duration of your shift! It is ok to change them, and it is necessary if you ever cross-contaminate food.

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- **Do not leave the ice scoops in the ice.** Remember that ice is something that people are consuming, and there may be contaminants on the scoop handles. Your hand may not be clean, and by leaving it in the ice, you are contaminating it.
- **If we have any spills, please be sure to wipe them immediately.** Not only do things look cleaner, but they are easier to clean when fresh as opposed to dried up.

Food

- We understand that you may not have time to stop and eat before coming to work your shift, and we don't mind you eating. However, you need to either eat outside, or at the back of the snack bar.
- Yes, you are welcome to a meal, but that means fries, strips, taquitos, pretzels, or churros. Burgers, hot dogs or chicken strips do cost the league more money and are not part of the "free food" option. The only exception is if you are working multiple shifts in one day, at which point, you should take a break outside the snack bar to eat anyway.
- Please write your name on your drink cups and keep them all in one location, not all over the snack bar and definitely, not on any service or food prep counter.
- Please keep an eye out on your supplies and re-stock BEFORE you run out. The snack bar gets busy and people get upset when they have to wait long for their food. Please keep things running as smooth as possible and make things easier for you and everyone you are working the shift with.
- Please try not to be wasteful with the food or supplies. We have spatulas on the black utensil cart (under the sink, left side) that you can use to scrape the food out. Also, when pouring product into other containers, we have a funnel to help minimize spills. Please be careful!
- Please do not allow anyone that is not working in the snack bar to come in to the snack bar. This includes friends, parents, siblings or other workers not scheduled. Also, the "free food" offer should not extend to anyone not working the snack bar or not scheduled to work.

Other

- Please keep the ice bay on the soda machine filled. This calibrates the CO₂ (carbonation) for the soda. If the ice is low, so is the carbonation, and the drinks will be "flat".
- Please keep the back door closed and locked at all times. Any board member needing access to the snack bar should already have a key.
- I know it gets slow from time to time, but there is always a little something to do to keep busy. Start wiping down counters, restock cups, forks, spoons, boxes, napkins, water, Gatorades, condiments, sweep up any food we have dropped, wash/dry/put away dishes, stock the bathroom tissue (keys are in the snack bar), and sweep the bathrooms.