

CONCESSIONS SANITARY EXPECTATIONS **(updated September 2017)**

Responsibilities for adhering to these expectations:

- OOC = Leo Kocher/Mike Babst is responsible
- WAA = Ruth Kmak is responsible
- SSSC = Ruth Kmak is responsible
- Rentals – when a Varsity team is assigned = AFM – EM/CR is responsible for relaying the expectations to the team/coach assigned (and following up with that coach if not done properly in order for it to be completed)
- Rentals - when the rental group serves concessions = Brian Baldea is responsible for putting the information into the contract and the AFM-EM/CR is responsible for relaying the expectations to the group (and for charging for any clean-up needed due to not cleaning up)
- Promotion events = Nathan Lindquist
- Prior to each season, Jen will ask the individuals above to review these expectations

Inspection responsibilities:

- Jen Coleman or AFM-EM/CR will inspect after each use typically the next day
- The Athletic Facilities Manager assigned to the event will inspect the stand on the day of the event – a designated individual from the group serving concessions must meet with the AFM on duty 45 minutes prior to the game.
- It is the responsibility of the person responsible for the group serving concessions to see that the issues identified in the inspection are addressed – if not, the concession stand cannot be utilized for the event.

Rental groups who serve concessions:

- Only pre-packaged food can be served at these events (no hot dogs, popcorn, pizza, homemade bakery items, hot chocolate, coffee, etc.) if a department group is not scheduled to run the concessions.
- If WAA/OOC/Summer Camps have concessions items stored in the Comp Gym concessions booth, if a department group is not running concessions, the Comp Gym concessions booth cannot be used due to the security of the stored inventory. They can run concessions outside the booth.

Preparing food:

- Hot dogs cannot be served in any of our indoor facilities. They can only be served if prepared on the grill.
- Food preparation standards must be met in terms of serving temperatures in regard to foods that are prepared by the group serving concessions – this will not be monitored by Facilities but the expectation is that the person responsible for the group will become knowledgeable of and ensure adherence to these standards. If...
 - you don't know the standards
 - if you don't have someone on duty who is trained in meeting the standards
 - and/or if you don't have something in place to ensure the standards are met then you should not be preparing foods to be served to the public.
- The following must be adhered to when preparing food:
 - cook food items per the instructions on the package
 - hot dogs should be cooked to 140 degrees
 - hamburgers must be cooked to 160 degrees
 - to ensure these cooking temperatures are met a proper food thermometer is required

Staff:

- The person who is responsible for a group is responsible for training their staff in the preparation of food and the sanitary care of the concessions area.
- If the person responsible for the group is not going to be at the event – then a designated person needs to be identified who is responsible for the proper preparation of food and the proper sanitary care of the concessions area.
- You must inform Jen of this designated person.

- A log of workers must be kept for 30 days after an event.
- Staff must wear latex gloves when serving or preparing food.
- Staff must wear shoes when serving or preparing food.
- Staff must wash their hands when starting work and when returning to work.
- If an individual is sick, they cannot work in the concessions area.

Scheduling use of concessions areas:

- Use of the concessions areas must be scheduled through the AFM-EM/CR.
- Concessions stands should open to the public 30 minutes before the start of a game (set-up should be completed prior to this time).

Ratner Comp Gym Concessions Stand:

Group providing concessions:

- Before each sport season (Volleyball, Basketball) as well as at the beginning of January and prior to the start of SSSC:
 - The refrigerator must be cleaned inside and outside (all items removed and then cleaned) using a kitchen cleaning product
 - The cabinets must be cleaned (all items removed and then cleaned) using a kitchen disinfectant cleaning product
 - Expiration dates on all food items must be checked – food items that are past their expiration date must be discarded in the outdoor dumpster located at the Ratner loading dock
 - The posted signage used at the concessions stand must be updated
 - Any repairs to the stand must be reported to AFM – FS (Tony Martinez) (lights out, cabinet repairs, etc.); if the repair is needed for concessions equipment, then an account # must be provided
- Concessions equipment including the popcorn machine, hot dog machine, coffee pots, etc. must be cleaned thoroughly:
 - after every use
 - and spot cleaned again upon use on the day of

This equipment cannot be stored uncleaned as it attracts mice, insects, etc. The equipment should not be used without being spot cleaned again due to the reality of mice, insects, etc. If you are unable to clean the equipment after each use, then the equipment should not be used.
- The sink and the countertops should be cleaned before and after every use.
- The floor should be swept after each use (including under the refrigerator).
- Trash cans must be left outside of the concessions stand after each use. The trash bag should be tied up.
- Any packaging that the plastic seal is opened must then be stored in plastic bins or the refrigerator. Open boxes of candy, popcorn, hot cocoa mix, etc. cannot be left out in cabinets or on the countertop.
- Once condiment bottles have been opened, they must be stored in the refrigerator.

Facilities:

- The AFM-FS (Tony Martinez) will arrange for the floor to be cleaned by ABM after each scheduled use of the concessions area.
- One table and a trash can will be set-up outside the concessions stand whenever it is scheduled to be used; if additional set-up is requested then it should be requested through the AFM-FS (Tony Martinez) three days prior to the day of the event.

Ratner Rotunda Juice Bar:

Group providing concessions:

- Before use of this area:
 - The refrigerator must be cleaned inside and outside (all items removed and then cleaned) using a kitchen cleaning product (currently there isn't a refrigerator but if one gets moved in there in the future)
 - The cabinets must be cleaned (all items removed and then cleaned) using a kitchen disinfectant cleaning product
 - Expiration dates on all food items must be checked – food items that are past their expiration date must be discarded in the outdoor dumpster located at the Ratner loading dock
 - The posted signage used at the concessions stand must be updated

- Any repairs to the stand must be reported to Jen Coleman (lights out, cabinet repairs, etc.); if the repair is needed for concessions equipment, then an account # must be provided
- Concessions equipment including the popcorn machine, hot dog machine, coffee pots, etc. must be cleaned thoroughly:
 - after every use
 - and spot cleaned again upon use on the day of

This equipment cannot be stored uncleaned as it attracts mice, insects, etc. The equipment should not be used without being spot cleaned again due to the reality of mice, insects, etc. If you are unable to clean the equipment after each use, then the equipment should not be used.
- The sink and the countertops should be cleaned before and after every use.
- The floor should be swept after each use (including under the refrigerator).
- Trash cans must be left outside of the concessions stand after each use. The trash bag should be tied up.
- Any packaging that the plastic seal is opened must then be stored in plastic bins or the refrigerator. Open boxes of candy, popcorn, hot cocoa mix, etc. cannot be left out in cabinets or on the countertop.
- Once condiment bottles have been opened, they must be stored in the refrigerator.
- After the use of the Juice Bar is completed (one event or summer use), the area must be thoroughly cleaned and food items cannot be stored in this location.

Facilities:

- The AFM-FS (Tony Martinez) will arrange for the floor to be cleaned by ABM after each scheduled use of the Juice Bar.

HCFH:

Group providing concessions:

- Only pre-packaged food can be served at HCFH.
- The refrigerator must be cleaned thoroughly prior to any use.
- The serving tables used must be cleaned thoroughly prior to any use.
- After the use of HCFH is completed (one event or summer use), the area must be thoroughly cleaned and food items cannot be stored in this location. The refrigerator must be cleaned out.

Stagg Field Concessions Tent Area:

Group providing concessions:

- Before each sport season (Football) as well as any individual event that is held outside of the Fall:
 - The Comp Gym Concessions Area refrigerator must be cleaned inside and outside (all items removed and then cleaned) using a kitchen cleaning product
 - The Comp Gym Concessions Area cabinets must be cleaned (all items removed and then cleaned) using a kitchen cleaning product
 - Expiration dates on all food items must be checked – food items that are past their expiration date must be discarded in the outdoor dumpster located at the Ratner loading dock
 - Any repairs to the stand must be reported to AFM-FS (Tony Martinez) (lights out, cabinet repairs, etc.); if the repair is needed for concessions equipment, then an account # must be provided
- Food cannot be stored outside in the Stagg Field Building – food should be stored in the Comp Gym Concessions Stand only (not in the workshop or any other storage rooms). This includes popcorn, condiments, etc.
- Concessions equipment including the grill, popcorn machine, hot dog machine, coffee pots, etc. must be cleaned thoroughly:
 - after every use
 - and spot cleaned again upon use

This equipment cannot be stored uncleaned as it attracts mice, insects, etc. The equipment should not be used without being spot cleaned again due to the reality of mice, insects, etc. If you are unable to clean the equipment after each use, then the equipment should not be used.
- If the grill is not cleaned properly, it will be left outside (unsecured; replacement will be at the expense of the group who used the grill); cleaning includes:
 - turning off the propane tanks
 - brushing the grill racks
 - cleaning out the grease pan

- cleaning the side trays
- cleaning the propane tank
- cleaning the top of the grill (or any part of the grill that is unclean)
- washing the grill utensils
- If the propane tank is needed to be refilled, this must be conveyed to AFM-FS (Tony Martinez) the day after the last event and an account # should be provided. If the request for propane is conveyed less than 5 days prior to an event, the group doing the concessions is responsible for filling the tank.
- The sink in the NW corner of the Stagg Field Building should be cleaned before and after every use.
- The tables used by concessions should be thoroughly cleaned before and after every use.
- The trash bags in the trash cans must be tied up after every use before concession staff leaves.
- Any packaging that the plastic seal is opened must then be stored in plastic bins or the refrigerator. Open boxes of candy, popcorn, hot cocoa mix, etc. cannot be left out in cabinets or on the countertop.
- Once condiment bottles have been opened, they must be stored in the refrigerator.

Facilities:

- The AFM-FS (Tony Martinez) will arrange for the concessions area to be set-up and picked up for each scheduled use per the set-up agreed upon prior to the season; Tony will review the set-up with Ruth prior to the season.
- The propane tanks will be filled prior to the Football season (account # needed); refilling of the propane tanks must be asked for 5 days in advance.
- Any request for set-up needed by Facilities that was not agreed upon before the season must be asked for 5 days in advance.

Stagg Field Grass Areas:

Group providing concessions:

- See the Stagg Field Concessions Tent Area above – same responsibilities apply for the grass areas.
- Set-up requests must be asked for 5 days in advance – submit to AFM-FS (Tony Martinez).
- If the propane tank is in need of refilling after the event, please inform AFM-FS (Tony Martinez) and provide an account #.