

HFP Concession Stand Committee Responsibilities

Responsibility	Target Timeframe
Organizing thorough cleansing of concession stand including refrigerators and freezers. Preference for bleach or other type of sanitizing solution. <ul style="list-style-type: none"> • Removal of old materials • Sanitizing floor and walls • Sanitizing counter surfaces • Etc. 	Late August/Early September
Determining the menu of items to be offered and applicable pricing for the volleyball season	August
Present recommendation on menu of items, mark-up and sales prices to the Athletic Board for approval for the Volleyball season	September Athletic Board Meeting
Present recommendation to Athletic Board on admission fees for Volleyball matches	September Athletic Board Meeting
Receive list of Student Athletes participating in Volleyball from Athletic Director or Volleyball Committee Chair	August
Establish parent volunteer schedule for Concession Stand and Door. Communicate schedule to parents via green folder and post on Athletics website. Send weekly reminders via e-mail.	After Home dates received from Metro (boys) and NSCL (girls) - September
Initial stocking and organization of Concession Stand (submit receipts in timely manner to AB Treasurer)	After concession stand cleansing and Menu has been approved by AB
Maintain adequate stock throughout the Volleyball season (submit receipts in timely manner to AB Treasurer)	As needed
In collaboration with the AB Treasurer determine net proceeds for the Volleyball season. Present to Athletic Board	November AB meeting
Determining the menu of items to be offered and applicable pricing for the basketball season	October
Present recommendation on menu of items, mark-up and sales prices to the Athletic Board for approval for the Basketball season	November Athletic Board Meeting
Present recommendations to Athletic Board on admission fees for Basketball games (Confirm with BB committee any league guidelines)	November Athletic Board Meeting
Receive list of Student Athletes participating in Volleyball from Athletic Director or Basketball Committee Chair	October
Establish parent volunteer schedule for Concession Stand and Door. Communicate schedule to parents via green folder and post on Athletics website. Send weekly reminders via e-mail.	After Home dates received from NSCL
Initial stocking and organization of Concession Stand (submit receipts in timely manner to AB Treasurer)	After Menu has been approved by AB
Maintain adequate stock throughout the Basketball season (submit receipts in timely manner to AB Treasurer).	As needed
In collaboration with the AB Treasurer determine net proceeds for the Volleyball season. Present to Athletic Board.	March or April AB meeting
Close down the Concession Stand for the year <ul style="list-style-type: none"> • Removal of old materials • Unplug refrigerators/freezers 	Mid-march