

## Oxford Wildcat Booster Club, Inc.

### Policy and Procedures

#### Proc: .04. Concession Stand Staffing

Teams/programs winning the concession stand lottery shall be prepared to fully staff their selected stand.

##### **VARSITY GAMES (volunteers can work one or both shifts)**

- 16 ADULTS for the main (front) stand
- 14 ADULTS for the secondary (back) stand

##### **JV / FRESHMAN GAMES (volunteers can work one or both games)**

- 7 ADULTS

#### Staffing Policy

Each team/program is to provide the designated number of volunteers to staff their awarded concession stand, as defined in the policy and/or communicated by Concessions Director.

- Volunteers are to be a minimum of 18 years of age per Oakland County Health Department.
- Volunteers should review the training video associated with their chosen job prior to assigned event.
- ONLY working volunteers, booster board members, or athletic department staff may be in the stand. Family members, visitors, athletes, siblings, etc. CANNOT be in the stand. This is a HEALTH DEPARTMENT requirement.
- Personal items must be stowed in the designated area. School and/or sports gear CANNOT be stored in the stand.
- Volunteers / food handlers MUST:
  - ✓ Wear gloves (latex & powder free gloves are provided) when handling READY TO EAT food.
    - “READY TO EAT” food is defined as food that can be eaten without further preparation, washing, or cooking; includes cooked food, washed fruit and vegetables, bakery items, etc. *For example, UNcooked hotdogs can be placed on BBQ by cook without gloves; COOKED hotdogs must only be handled after washing hands and placing gloves on.*
  - ✓ Wear clean and appropriate outer apparel.
  - ✓ Use proper hair restraints (hair pulled back AND covered with hat or hairnet... this applies to MEN and WOMEN).
  - ✓ Cover cuts, wounds or infected boils with a waterproof bandage and impervious glove.
  - ✓ Be symptom free from diarrhea, vomiting, fever, jaundice or a sore throat.
  - ✓ Be excluded from work if diagnosed with or exposed to: Salmonella, Shigella, E. coli, Hepatitis A, or norovirus.

If any volunteer is unwilling and/or unable to meet these requirements, they must be excluded from work. The team/program is responsible for finding a replacement.

### Sign up Genius

- A Sign-Up Genius site will be created and sent to coaches approximately 4 weeks prior to the football season starting. COACHES MUST USE SIGN-UP GENIUS PROVIDED BY CONCESSIONS DIRECTOR.
  - ✓ Volunteer spots must be filled by date communicated.
  - ✓ Volunteers can choose to work one or both shifts/games.
  - ✓ There must be a different volunteer in each assigned job (no one person can work more than one job in a single shift).
- Approximately 3 weeks prior to a team's awarded game, Boosters will check the Sign-Up Genius site to confirm the correct number of volunteers have signed up. If not, Boosters will contact the coach and give them one additional week to fill the volunteer assignments.
- If open volunteer assignments still exist 2 weeks prior to the team's awarded game, the next team on the lottery's waiting list (Alternates) will be given the opportunity to fill the vacancies.
  - ✓ If the awarded team/program is able to produce HALF/50% of the desired staff, Alternate #1 will be given the opportunity to staff the remaining concession positions. Profit percentages from the stand will be split between the teams.
  - ✓ If the awarded team/program produces LESS THAN HALF/50% of the desired staff TWO WEEKS before the event, the next alternate or a combination of alternates will be given the opportunity to staff the entire concession stand and will keep the profit percentages. The original team/program will forfeit their opportunity for the school year.
- One week prior to the team's awarded game, Boosters will touch base with the coach to go over instructions, timing, Health Department requirements, etc.
- In the event that the awarded team/program (1) cannot adequately staff the concessions stand ON THE DAY OF EVENT, OR (2) IF ALL VOLUNTEERS DO NOT SHOW UP ON THE DAY OF EVENT, OR (3) IF NAMES OF INDIVIDUALS WHO DID NOT INTEND TO VOLUNTEER WERE USED ON THE SIGN-UP GENIUS, the Booster Executive Board will fill the vacancies and keep the profit percentages. Said team/program will forfeit opportunity to staff concessions for the current AND NEXT school year.