



THS Booster Club Concession Committee Concession Stand Staffing Policy

For all THS Booster Club events run out of the concessions stand, there must be an approved THS Booster Club Member/Designee.

THS Booster Club Member/Designee must have a current Health Department Food Handling Card. **All volunteers must have a current volunteer application approved by the district and be a THS Booster Club Member.**

Staffing Levels for Gym Events:

1. THS Booster Club Member/designee
2. Adult Team/Club Representative
3. Cash Drawer
4. Hot food and drinks and drinks and candy
5. Popcorn and pretzels and cookies



THS Booster Club Concession Committee Concession Stand General Policy

THS Booster Club will be given “first right of refusal” for any school related event which “needs” concessions.

Outside of approved concessions the use of Booster Club equipment is not allowed without the written permission from the board.

General Policies:

1. **All volunteers** must have a current and approved volunteer application form submitted with the **DISTRICT** and be a THS Booster Club member. **One adult volunteer** must have a current and valid food handling card.
2. Concessions will be opened to teams/clubs to sign up online. A shared form will be provided where teams/clubs can list their top 3 choices. After all teams/clubs have been considered the remaining openings will be sent out.
3. The minimum number of volunteers representing teams/clubs required to operate the Concession Stand with the THS Booster Club will be determined by the event. It is required that one adult from the team/club be present for the entire event.
4. No one under the age of 14 will be allowed to work in the Concession Stand.
5. The THS Booster Club Representative/Designee will manage all operations of the Concession Stand during an event; including instructing and assigning all volunteers in the specific duties required. One THS Booster Club member/Designee or a chosen volunteer(s) will run the cash register(s).

6. Volunteers must report to the Concession Stand 1 hour 30 minutes prior to the event and must stay to clean up and restock until released by the THS Booster Club Representative/Designee. Not staying to clean up and restock can result in a reduction of compensation.
7. Teams/Clubs working an event will receive compensation in the amount of 20% of the Gross Take (***exceptions for jamborees, football games, and dance competition will receive a flat rate; see separate contract***). If any tips/donations are received, the Team/Club will receive 100% of those.
8. Team/Club compensation will be deposited into the Team/Club ASB account within 30 days.
9. The THS Booster Club Representative/Designee is responsible for monitoring behavior of volunteers and is the sole arbitrator of disputes.
10. Teams/Clubs that pose behavioral problems and/or who fail to show up for the agreed upon, scheduled event may be banned from participating in the Concession Stand for the remainder of the season. The Timberline High School Code of Ethics and Dress code will be adhered to.
11. The THS Booster Club will be responsible for ordering, receiving and monitoring inventory of all food/non-food products sold from the concession stand.
12. The THS Booster Club will determine all menus and prices.
13. Food service guidelines shall be followed. Gloves need to be worn when handling food. Those handling money should not handle food. Please remember not to use food handling gloves, then handle money, and return to handling food with the same gloves. Hair must be pulled back in a ponytail-braid(s)-bun. Hand washing guidelines: hands need to be washed after using the restroom, when you first arrive, and before you touch food (with gloves).
14. Shoes must be always worn – **no open toed shoes** (including flip flops).
15. Volunteers are prohibited from eating or drinking any food products in the Concession Stand area. Please step outside the Concession area.
16. Courtesy is a must with fellow volunteers and customers.
17. The THS Booster Club shall not be responsible for individual's belongings when the Concession Stand is in Operation. Therefore, no belongings shall be stored in the Concession Stand other than those owned by volunteers working in the concession stand.

18. Only individuals working a concession event shall be allowed in the concession stand.

19. The THS Booster Club will sign necessary volunteer hour forms for students. Forms will be signed for the exact hours volunteered.

Officials Water:

For events where the THS Booster Club is running the concession stand, the THS Booster Club will provide one (1) bottle of water per Official per game. This includes referees and official scorers. If the THS Booster Club is not running the concession stand, no water will be provided by the THS Booster Club.



THS Booster Club Concessions Committee Concession Stand Agreement

I understand and agree I will be responsible for all volunteers.

- a. We will adhere to all guidelines and rules outlined in the Booster Concession Policy/Agreement.
- b. Review expectations with club volunteers prior to each event.
- c. Communicate with THS Booster Club at least seven **(7) days prior to the event if a conflict arises** or I (team/club) are unable to fully staff the event.
- d. I agree that a responsible adult will remain in the Concession Stand at all times. Student Volunteers will not be left unattended.
- e. I agree that failure to abide by this agreement in full at the event could result in a reduction of compensation to my team/club. And possibly could result in not being able to do further events.
- f. I agree that THS Booster Club has sole discretion over concession activity and staffing.

Team/Club advisor Signature

Team/club advisor name

Date

THS Booster Club Board signature

THS Booster Club Board name

Board position

Date