**Orioles Fundraiser Concession Stand**

**Basic Run of the Day**

Prior to gates opening

* **Pre-Opening Inventory Count.** Inventory counts are critical because this is how we account for items sold during the game. Very simply, count at opening minus count at closing equals items sold. This is critical to balancing out with the registers at the end of the night. Incorrect inventory counts lead to very long evenings after the game!
* **Stand Clean-up.** Ensure that the cooking and prep surfaces were cleaned from the night before
* **Register Setup.** Count opening cash and ensure all registers are operational
* **Food and General Stand Prep.** This will vary based on the type of stand we’re working that day.

After gates open

* **Greet the fans and sell, sell, sell!** The more we sell, the more money we make for Atholton Music!
* **Replenish food and supplies as necessary.**
* **Cash drops as necessary.** The Cash Lead is in charge of this.
* **Keep hydrated!** It’s a long day and can be very busy depending on the game. Take care of yourself.

When the game is over

* **Closing Inventory.** This is just as important as opening inventory!
* **Stand clean-up.** Clean the cooking and prep surfaces.
* **Reconcile inventory counts with register receipts.** This is critical and any discrepancies must be investigated and resolved prior to the end of the evening. All volunteers will stay through this step in case we have to re-count inventory.
* **Final close-out with DNC Supervisor; *call down to verify money/inventory reconcile*.** The Inventory and Cash Leads are responsible for this; a few additional volunteers will stay through this step as well.