

Liberty Hill ISD

Concession Stand Procedures

Concession Set Up

1. Office Staff will ice drinks
2. Office staff will stock only the inventory to be used for the night. An inventory sheet will be included in the cash box. Once the inventory is sold, there is no more.
3. Campus Secretary will prepare a cash box for the concession stand.
4. Activity sponsor will count the cash box with the Campus Secretary/Bookkeeper before proceeding to the concession stand.
5. The Campus Secretary/Bookkeeper will then unlock the concession stand for the activity sponsor.
6. The Activity sponsor will be responsible for setting up the display.
7. The display should not be on the counter. The display should be on the tables behind the counter.

Concession Stand Working Procedures

The Activity sponsor should be the only person handling the money.

No more than two student workers should be in the concession working area at any time.

Orders are placed with the activity sponsor and money is taken by the activity sponsor before items are retrieved.

Activity sponsor will direct the student workers to retrieve the items for the activity sponsor.

Activity sponsor will then give the purchased items to the customer.

After Concession Stand Closes

On the inventory sheet, which was included in the cash box, take inventory of remaining items that did not sell.

Put all remaining items into the cabinets. The key is in the money box.

Count the money with an administrator.

Administrator will move the money to the bank deposit bag and lock.

Administrator will deposit the bank deposit bag at Prosperity Bank.