

September 9, 2009

Dear St. Veronica 3rd Grade Families,

As you know the 3rd grade class project is to run the Snack Shack during all home games. The Snack Shack not only provides food and beverages to the athletes and spectators, but it is also a fundraiser for the Men's Club to help support our Sports Program. The Snack Shack is located in the Parish Center/Gym. Your duties at the Snack Shack are noted on the Standard Operating Procedures (SOP) which is attached to this schedule and will be explained/shown to you on your first shift.

Below is the Volleyball Regular Season 2009 Snack Shack Shift Schedule. During Volleyball Season (Sept-Nov), we will be staffing the Snack Shack and learning how to run it. Our Supervisors will be Lori Cadigan and Vicki Ottoboni. During Basketball Season (Jan-Mar. 2010), we, 3rd grade parents will step up to be the supervisors in charge of the workers. The workers are parents of children participating in the sports program. You will find the Volleyball Snack Shack Schedule attached below. We may host some playoff game weekends in November, which have not yet been determined. We have assigned shifts for the families as best we can. Those that are working less on this schedule will work more on the playoff schedule or next year's Basketball schedule. We cannot guarantee that everyone's hours will be exactly the same, but we will try our best.

This schedule has been given to you in hard copy, e-mail and will be on the school's website. If for any reason you cannot make your assigned shift you must make arrangements with another family to trade shifts. You will be contacted by the Snack Shack Supervisors (Cadigan/Ottoboni) a couple of days before your shift just to remind you. **No-shows will receive a \$50 fine from the Men's Club.** If you have switched your shift with another family and they do not show up, you will be charged with the fine. Please make sure you sign the sign-in sheet so you get credit for working. This is our only way of keeping track of the families that work.

If you would like or need additional service hours for the Snack Shack, please contact either:

Yoly (650) 875-3539 / pantig_velasco@yahoo.com
Jackie (650)731.8060 / jackie_hinderliter@yahoo.com.

Let us work together and cooperate so we can have a successful year. Thank you for all of your continued support to SVCS and our Athletics Program.
Sincerely,

Yoly Pantig-Velasco & Jackie Hinderliter

Volleyball Regular Season 2009 Snack Shack Shift Schedule

Day/Date	Shift		Family	Family	Family	Supervisor
	start	End				
Friday, Sept. 18, 2009	3:30 PM	to 6:30 PM	Barbonier		Basco	Cadigan/Ottoboni
Friday, Sept. 18, 2009	6:15 PM	to 9:15 PM	Camicia		Castillo	Cadigan/Ottoboni
Saturday, Sept. 19, 2009	1:30 PM	to 4:30 PM	Daza		Fernandez	Cadigan/Ottoboni
Sunday, Sept. 20, 2009	2:30 PM	to 5:30 PM	Flores A		Flores K	Cadigan/Ottoboni
Sunday, Sept. 20, 2009	5:15 PM	to 8:15pm	Gucco	Hauser	Hines	Cadigan/Ottoboni
Friday, October 2, 2009	3:30 PM	to 6:30pm	Hoang	Hutchinson	Keiper	Cadigan/Ottoboni
Friday, October 2, 2009	6:15 PM	8:15pm	Leggero	McAuliffe	Murray	Cadigan/Ottoboni
Saturday, October 3, 2009	8:30 AM	to 11:30 AM	Murray		Ortega	Cadigan/Ottoboni
Saturday, October 3, 2009	11:15 AM	to 2:15 PM	Pineda	Rafael	Fernandez	Cadigan/Ottoboni
Saturday, October 3, 2009	2:00 PM	4:30 PM	Basco		Camicia	Cadigan/Ottoboni
Friday, October 9, 2009	3:30 PM	to 6:30pm	Castillo	Daza	Barbonier	Cadigan/Ottoboni
Friday, October 9, 2009	6:15 PM	8:15pm	Flores	Flores K.	Gucco	Cadigan/Ottoboni
Saturday, Oct. 10, 2009	8:30 AM	to 11:30 AM	Hauser		Hines	Cadigan/Ottoboni
Saturday, Oct. 10, 2009	11:15 AM	to 2:15 PM	Hoang	Hutchinson	Keiper	Cadigan/Ottoboni
Saturday, Oct. 10, 2009	2:00 PM	4:30 PM	Leggero		McAuliffe	Cadigan/Ottoboni
Friday, October 16, 2009	3:30 PM	to 6:30pm	Murray	Ortega	Pineda	Cadigan/Ottoboni
Friday, October 16, 2009	6:15 PM	8:15pm	Rafael	Barbonier	Basco	Cadigan/Ottoboni
Saturday, Oct. 17, 2009	8:30 AM	to 11:30 AM	Camicia		Castillo	Cadigan/Ottoboni
Saturday, Oct. 17, 2009	11:15 AM	to 2:15 PM	Daza	Fernandez	Flores A.	Cadigan/Ottoboni
Saturday, Oct. 17, 2009	2:00 PM	4:30 PM	Flores K.		Gucco	Cadigan/Ottoboni

**Playoff schedule TBD

Please note if you cannot work your shift, it is your responsibility to trade with another family. \$50 fine for NO SHOWS

Snack Shack SOP

General Duties:

- 1) Athletic Directors will be in the Gym an hour before play and will open the Snack Shack.
- 2) Daily Supervisors will check-in, deliver cash box and train workers on responsibilities. Supervisor will leave a contact phone # to reach them.
- 3) Each parent needs to initial by their name on the posted schedule to receive credit for working their assigned shift.
- 4) Opening/morning responsibility on Saturdays: Supervisor will purchase 1-2 dozen donuts (Royal Pin Donuts), Immediately begin brewing coffee. Roll Wooden cart into gym next to door and place sugar, creamer, stirrers, ketchup, mustard and napkins on top. Place drawer toward wall. Drawer contains kitchen utensils, bottle opener, knives, etc.
- 5) Turn oven on to 425° (this is for the pizza). Cheese Pizza is often purchased for breakfast.
- 6) Turn on nacho cheese machine and make sure cheese packet is in it and add water to kettle and heat. Bottle opener is used to take end off of Nacho Cheese tube.
- 7) Only Supervisors purchase supplies if needed during shifts.
- 8) Supervisors can go get more change if required during the shift (or call overall supervisor- Colleen McCarthy (650)616-8971)

Cash Register:

- 1) The cash register does not run a tape so don't worry about messing up. You can use as a calculator
- 2) #INS opens the cash register.

Hygiene:

- 1) Please remember to wash your hands upon starting your shift and to wear gloves.

Referees:

- 1) Please note that ALL REFEREES get FREE drinks at all times.

Refrigerator and supply closet:

- 1) Please note that the refrigerator is shared with the Sunday Hospitality group. Very important to not share supplies as they are purchased from separate budgets. The Snack Shack are the supplies on the LEFT side of the refrigerator.
- 2) Supplies for the snack shack can be found in the closet on the right side, clearly labeled.

Snack Shack SOP

Brewing Coffee:

- 1) Please use regular coffee maker on Snack Shack Shelf or may already be on counter at the end of the sink.
- 2) Measure based on package instructions, fill receptacle with water and hit brew button
- 3) If you run out of coffee, shift supervisor (3rd grade family) must go out and purchase and turn in receipt for reimbursement (please see section of reimbursements)
- 4) Put sugar/creamer/stirrers on outside of the snack shack on the table so patrons can self-serve.

Hot Chocolate:

- 1) There is a tea kettle. Heat water on stove top and mix with package hot chocolate mix (pour mix into the cup before you add the water)
- 2) Please make sure you stir (especially for younger children) and make sure the water is hot enough to mix the contents but not too hot to scald their mouth.

Food Prep:

Hot Dogs:

- 1) Don't cook more than (5) at a time unless people pre-order. Turn the hot dog cooker on and make sure it is clean. Turn the back rollers/burners on MED and turn the front rollers/burners on LOW
- 2) Put the hotdogs on the back burner until they are finished cooking (they start off kind of squarish and get round as they cook. Cook with the cover down to retain the heat. Once they are finished, move to the front burners to keep warm (it takes a good 8-10 min. for them to cook). You might have folks buy after a 10A game so OK to put (2) on at 945A
- 3) Put the condiments from the fridge (ketchup, mustard) and put on the cart outside of Snack Shack with coffee items and napkins)
- 4) Serve in pre-cut foil.

Pizza:

- 1) Pizza is a big seller
- 2) Make sure you take (1) box of pepperoni and (1) box of cheese out of the freezer and leave on the counter
- 3) To prepare, open the package and put on a paper plate (without the wrapper)
- 4) Microwave for 1 min. and 20 sec. on high
- 5) After microwaving, take spatula and put in the oven to crisp (without the plate) on the top rack for 1-2 min until top is golden brown

Snack Shack SOP

- 6) Put back on the plate and slice with pizza cutter and serve
- 7) Pizza will be very hot so please be careful and caution the children to be careful.

Popcorn:

- 1) DO NOT use "popcorn" button on microwave, it's too long and burns it.
- 2) Microwave popcorn for 1 min. and 40 sec. on high
- 3) After popcorn has popped open bag to vent steam BEFORE serving to children so they don't burn themselves

Nachos:

- 1) Cheese for the Nachos is in the box under the shelf where the hot dog cooker is. Remove (1) self-contained bag of cheese and open the top (with the can opener) and insert the nozzle/tube
- 2) Lift up the lid to the nacho cheese machine (instructions are also posted on the lid)
- 3) Lay the bag on top of the warmer and thread the tube down and around the tube guide as noted on the posted instructions, slip in place and slide tray back into place
- 4) Cheese will take about 10 min to heat up and won't burn so please turn on by 930A so that you can serve if anyone orders by 10A.

Cup-O-Noodles:

- 1) Heat water in the kettle. Remove the plastic and fill the line and let steep for 1-2 minutes and serve. If purchased by a young child please cool off.

Shift supervisors (3rd Grade Parents):

Purchase supplies:

- 1) If you run out of a necessity during your shift, the shift supervisor must go and buy (Smart & Final) and submit for reimbursement.
- 2) Shift supervisors must also go out and get additional change if the cash box runs out. Must do so prior to next shift starting.
- 3) Receipts < \$10 can be reimbursed from the till (please have someone witness for you)
- 4) Receipts over \$10 must be submitted for reimbursement to Chris Krol, Men's Club Treasurer (please tape receipts to an 8½ x 11 sheet of paper, write you name, date and description and place in an envelope) submit to the office in an envelope for delivery.

Snack Shack SOP

Closing duties:

- 1) If games are running behind and workers want to stay longer can extend Snack Shack time.
- 2) Turn off all appliances (stove/oven, coffee maker, hot dog cooker, nacho machine)
- 3) Clean/wash hot dog cooker taking care to make sure you are cleaning all sides of the rotating burners
- 4) Clean/wash coffee carafe and empty and wash coffee filter. Unplug machine and store in closet with other Snack shack supplies

Closing duties (continued):

- 5) Store any unused nacho cheese (from the nacho machine in the refrigerator for future use) and store chips, foil, trays in closet (nothing should be left out on the counters.
- 6) Wash spatula, pizza cutter and tray and store in closet with other snack shack supplies
- 7) Take out trash and replace liners (trash bins are outside of Falcon Hall)
- 8) Put any leftover pizzas back in freezer
- 9) On FRI ok to leave candy on shelves if Saturday morning games.
- 10) On SAT it is necessary to remove all candy and put everything away, including candy on bottom shelves. This is important because the kitchen is used for hospitality on Sunday.
- 11) Bring in table used for condiments and store in kitchen.
- 12) Supervisors (Lori Cadigan & Vicki Ottoboni) are responsible for till money.
- 13) Closing workers on Saturday must also mop floor.
- 14) Close the slide aluminum window down and make sure the door leading into the gym is locked.
- 15) Lights out and lock up!