

# **[School Name] Concession Stand Rules**

## ***General Rules***

1. All volunteers must complete a basic food safety training course before their first shift.
2. Volunteers must sign in and out for every shift for record-keeping purposes.
3. Only authorized personnel are allowed in the concession stand area during operations.

## ***Food Safety Rules***

1. **Handwashing:**
  - a. Wash hands with soap and water for at least 20 seconds:
    - i. Before starting work.
    - ii. After using the restroom.
    - iii. After handling money or trash.
  - b. Use hand sanitizer if soap and water are not available, but wash hands as soon as possible.
2. **Glove Use:**
  - a. Wear disposable gloves when handling unpackaged food.
  - b. Change gloves after touching raw meat, trash, or any non-food item.
  - c. Never reuse gloves.
3. **Temperature Control:**
  - a. Keep hot foods at or above 140°F.
  - b. Store cold foods at or below 41°F.
  - c. Use digital thermometers to check temperatures regularly and log them.
4. **Cross-Contamination Prevention:**
  - a. Use separate utensils and cutting boards for raw and cooked foods.
  - b. Store raw meats below ready-to-eat foods in coolers or refrigerators.

## ***Personal Hygiene***

1. Volunteers must wear clean clothing and a hair restraint (hat or hairnet).
2. No jewelry, except a plain wedding band, may be worn while handling food.
3. Volunteers feeling ill or exhibiting symptoms (e.g., fever, coughing) should not report to work.

### ***Cleaning and Sanitation***

1. All food contact surfaces must be sanitized before and after each use.
2. Utensils must be washed, rinsed, and sanitized after each use.
3. Trash bins should be emptied regularly to maintain cleanliness.

### ***Money Handling***

1. Volunteers handling food should not handle money unless they change gloves and sanitize hands.
2. Use separate volunteers or stations for food preparation and cash handling when possible.
3. Encourage cashless payments to minimize contact.

### ***Pest Control***

1. Food must be stored in sealed, labeled containers.
2. All spills must be cleaned immediately to prevent attracting pests.
3. Keep doors and windows closed during operations.

### ***Emergency Procedures***

1. Report any incidents of foodborne illness or contamination immediately to the stand supervisor.
2. Follow all health department guidelines for food recalls or contamination events.
3. First aid kits and fire extinguishers must be accessible at all times.

### ***Volunteer Responsibilities***

1. Arrive at least 15 minutes before your shift for setup and orientation.
2. Follow all posted rules and supervisor instructions.
3. At the end of the shift:
  - a. Clean your workstation.

- b. Log any temperature checks or equipment issues.
- c. Restock supplies as needed.

### ***Acknowledgment***

By signing below, I acknowledge that I have read, understood, and will adhere to the above rules while working in the school concession stand.

**Volunteer Name:**

**Signature:**

**Date:**