



# ADMINISTRATIVE PROCEDURE

## OPERATION OF CONCESSION STANDS

3701

Procedure No.

September 2, 2008

Date

- I. **PURPOSE:** To provide for the operation of concession stands at all athletic and other school events.
- II. **POLICY:** Board of Education Policy 5135 provides overall guidance for fund raising activities, and specifically requires all funds raised in the name of the school or for school organizations be deposited in the school's depository as a part of the school's Activities Fund.
- III. **INFORMATION:** All school sponsored events providing concession services must complete the attached request to the school principal or his/her designee. The athletic schedule shall suffice for athletic events and all other applicable events shall be submitted by the school athletic director to the principal.

These procedures provide for scheduling concession stand services and for coordinating related operations.

Each high school or middle school must have a certified food service manager in order to operate a concession stand.

For procedures pertaining to food for other events/celebrations, see Administrative Procedure 0116, Wellness, Nutrition, and Physical Activity.

- IV. **DEFINITIONS:**
  - A. School Sponsored Event: An event sponsored by students, staff, or organizations affiliated with PGCPs or for PGCPs students.
  - B. Outdoor Concession Operations: An event held primarily outdoors with concessions housed outdoors.
  - C. Indoor Concession Operations: An event held primarily indoors with concessions housed indoors.
  - D. Operating School: The school which will be in charge of the concession stand operation, handling of money and reporting transactions with the vendor. The operating school may be, by choice, in the order of priority as follows:
    1. the designated Home Team School,
    2. the designated Visiting Team School, or
    3. the Site School.
  - E. Home Team School: The school shown in the Athletic Schedule as the Home Team for the event concerned.



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- F. Visiting Home School: The school shown in the Athletic Schedule as the Visiting Team for the event concerned.
- G. Site School: Neutral site for an athletic event.
- H. Athletic Schedule: The schedule of athletic events promulgated by the Supervisor of Interscholastic Athletics for high schools showing locations.
- I. Coordinator: The person designated by the principal of the operating school to be in charge of concession stand matters for the event concerned, including arrangements with the vendor, accounting for merchandise, collection and deposit of all money involved with the school bookkeeper, and other actions necessary to ensure good results.
- J. Assistant Coordinator: A person designated by the principal of the operating school to function for and in the absence of the Coordinator.
- K. Certified Food Service Manager: A person who has passed a nationally recognized food safety course and possesses a current Food Service Manager Card issued by the Prince George's County Health Department.
- V. **PROCEDURES:**
- A. Indoor Events:
1. A certified food handler must be in charge of all prepared foods.
  2. Athletic Director must apply for a low priority permit for concessions prior to August 15, of each school year. In addition, they must apply for individual temporary event special food service facility permits for concessions when prepared food is served. Permits may be obtained from the Prince George's County Health Department.
  3. The Checklist for Class II-Special Food Service Facilities must be reviewed and implemented for all concession operation.
  4. Safe food handling procedures shall be posted in all concession stands.
  5. Inventory of all items for sale must be done before and after each event.
  6. Prepared foods must be prepared in an approved concession stand, by an approved vendor, or the school cafeteria. If prepared in the cafeteria, cafeteria personnel must be employed to prepare food items to be sold. Electric hot dog grillers may be purchased for indoor use.



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7. Prepackaged items may be sold. Food that is ready to serve must be handled with gloves or utensils, employees cannot use their bare hands.
8. It is recommended that all schools purchase one or more cash registers that have the capability to store food prices and print receipts for use in the concession stands. If a cash register is not used, an alternate method must be developed to verify food sales and receipts. Selling tickets for concession items would be the recommended alternative.
9. Booster groups/concession operators/vendors must turn over all funds to the appropriate school staff as soon as the concession stand closes.
10. The event coordinator must comply with Administrative Procedure 3702, Ticket Sales, Money Collection, and Accounting for Athletic Events for Accounting for Funds Collected.

*\*HOME PREPARATION AND/OR STORAGE OF FOOD IS NOT ALLOWED.*

*\*\* FOLLOW HEALTH DEPARTMENT HAND WASHING INSTRUCTIONS.*

#### B. Outdoor Events:

1. A certified food handler must be in charge of all prepared foods.
2. Athletic Director must apply for a low priority permit for concessions prior to August 15, of each school year. In addition, they must apply for individual temporary event special food service facility permits for concessions when prepared food is served. Permits may be obtained from the Prince George's County Health Department.
3. For outdoor grilling or frying a single day permit must be secured by the Athletic Director
4. The Checklist for Class II-Special Food Service Facilities must be reviewed and implemented for all single day permits.
5. Safe food handling procedures shall be posted in all concession stands.
6. Inventory of all items for sale must be done before and after each event.
7. Prepared foods must be prepared in an approved concession stand, by an approved vendor, or the school cafeteria. If prepared in the cafeteria, cafeteria personnel must be employed to prepare food items to be sold.
8. Prepackaged items may be sold.



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9. It is recommended that all schools purchase one or more cash registers that have the capability to store food prices and print receipts for use in the concession stands. If a cash register is not used, an alternate method must be developed to verify food sales and receipts. Selling tickets for concession items would be the recommended alternative.
10. Booster groups/concession operator/vendors must turn over all funds to the appropriate school staff as soon as the concession stand closes.
11. The event coordinator must comply with Administrative Procedure 3702, Ticket Sales, Money Collection, and Accounting for Athletic Events for Accounting for Funds Collected.

*\*HOME PREPARATION AND/OR STORAGE OF FOOD IS NOT ALLOWED.*

*\*\* FOLLOW HEALTH DEPARTMENT HAND WASHING INSTRUCTIONS.*

- V. **RELATED PROCEDURES:** Administrative Procedure 0116, Wellness, Nutrition, and Physical Activity and Administrative Procedure 3702, Ticket Sales, Money Collection, and Accounting for Athletic Events.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of Interscholastic Athletics in collaboration with the Department of Food and Nutrition Services and the Office of Risk Management and shall be updated as needed.
- VII. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 3701, dated July 1, 2005.
- VIII. **EFFECTIVE DATE:** September 2, 2008.

Approved by:  
John E. Deasy  
Superintendent of Schools

- Attachments:
1. Checklist for Class II-Special Food Service Facilities and Permit Application
  2. Guidelines for Outdoor Food Preparation
  3. Concessions Request Form

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11