

GYM DUTY POSITIONS AND RESPONSIBILITIES

Admissions

- Collect admissions from those in attendance (adults \$2, children \$1), **EXCEPT:**
 - Seniors (62+) get in FREE
 - Families with CK Booster Club Member Card Passes get in FREE
 - All coaches & competing athletes get in FREE
- Help set-up admissions table & cash box
- Help clean up
- Never leave cash box unsupervised
- Make even change if needed with concessions

Concessions

- Help set-up
- Restock as needed during and at end of shift
- Sell food to customers
- Never leave cashbox unsupervised
- Make even change if needed with admissions
- DO NOT MAKE POPCORN IN HALL (coordinate with experienced individual to make popcorn in the equipment room)

Security

- Maintain order in halls, bathrooms, parking lot and gymnasium
- Report and document any problems
- Assist handicapped as needed
- Help set-up and clean-up as needed
- Shovel and salt entry way
- Assist concessions & admissions as needed
- Keep patrons off gym floor between games
- Clean gym floor between games

Emergency contact and any questions: Eric Klempay 414.324.8789 (c) or 414.771.6377(h)

GYM OPENING & CLOSING PROCEDURES - GAME DAYS

Initial Open

- Show up at the gym prior to volunteers (typically 45 minutes prior to event)
- Go to concession room and get the hexagon tool to open the front middle doors to allow access for volunteers and spectators. There are two holes on each 'push' handle door:
- Push the bar handle in
- Insert the hexagon tool into the hole and turn until the door handle locks towards the door itself.
- Do the same to the other side of the handle for the same door.
- Repeat steps 1-3 for the other door.
- Open the gym through the North entrance of the gymnasium itself, turn on the lights to the right, walk to the doors where the admissions table sits and prop the doors open..
- Take a card table out of the concessions room along with a chair and place it where the admissions table normally sits.
- Remove the following items from the concessions room, once a volunteer shows up they can arrange things, but popcorn needs to start being made:
 - Unplug the soda machine and plug back in once in the hall.
 - Popcorn maker
 - Candy rack
 - Coffee maker (cups, sugar, creamer, straw sticks)
 - Hot dog machine (paper hot dog holders, ketchup, mustard)
 - Nacho maker (chips, cheese and containers)

Take popcorn maker & scissors to equipment room in NE corner of gym.

- Popcorn is located in the cage in a box
- Open the back window for ventilation
- Open the windows on the machine
- Lift the top of the cylinder
- Put the butter product in and then the seeds
- Close the lid
- Turn on the left two switches (agitator and heat) this first batch will take about 7-9 minutes to pop, after that it takes only about 4-5 minutes. The batch is done when there's 3-4 seconds between pops (just like microwave at home). Lift the lid up and unhitch the 'bowl' from the screw and get all the popcorn out. Repeat 2 or 3 times to last a couple of hours. (I usually do 4 containers).

Gym preparation

- Take the benches out of the corner room and place them in front of the stage.
- Open the doors on the stage and turn the light on.
- Unlock the door to the right and take the yellow corded device to open the bleachers
- Plug cord into the receptacle on the facing of the bleachers themselves.
- Push the button until the bleachers come out, put the steps down and turn the holding posts by lifting them up and turning them.

Gym preparation continued...

- **NOTE: If the Foley's are working, they'll know how to do the following steps so don't panic.** In the same room that the cord was in remove the scoring machine along with an extension cord and the plug in adapter. Take the end of the machine cord and plug it into the wire end.
- To the left is a long scorers table with a black cover over it, wheel it in front of the stage.
- Grab a couple of chairs for the scorers to sit on.
- Remove the cover and put it back in the room.

During the course of the games

- Stop in periodically (every hour and a half or so) to make sure everything's good.
- Check to make sure concessions has quarters
- Unless someone has popped popcorn before, you need to do it. I usually make 4 batches at a time. It usually takes about half an hour.
- Check in on the scorers, make sure they're doing good.
- Talk to the volunteers to make sure that they are good.
- Check to see if more buns (or anything else) is needed and pickup from Sendiks.

Soft Close (begins at half time of the final game)

- Popcorn machine
 - Bag up what remains to sell or give away to volunteers at the end of the night.
 - Take paper towels and Red Ball spray and clean bottom and inside glass.
 - Roll into concession room
- Hot dog machine
 - Throw out remaining hotdogs
 - Take paper towels and Red ball spray and clean bottom and inside glass.
 - Roll into concession room
- Coffee can go into the concession room
- Nacho machine into the concessions room
 - Put remaining cheese into the refrigerator
- Fill up the soda machine
- Sweep the hallway of popcorn
- Close up admissions
 - Put all paperwork in the cash box
 - Put the cash box in the concessions room

Hard Close

- Gym
 - Clean out bleachers of any bottles, wrappers and popcorn
 - If there are games the next day, you can probably leave the bleachers out
 - Sweep the floor with the dust broom and throw out debris
 - Close the doors and put the door stops in the concession room
 - Throw away any bottles and wrappers that are on the stage
 - Shut off scoreboard
 - Move bleachers into the equipment room by the cage
 - Shut off any lights that are on
 - Lock the inner, regular and cage equipment rooms

Hard Close Continued...

- Concessions
 - Put Twix and Reeses cups in the refrigerator
 - Tables stay out
 - Concession cash box in the concession room
 - Candy cart in the concession room
 - Soda machine in the concession room PLUGGED IN
 - Lock the concession room

Almost done

- Lock the front doors like you did when you opened with the hexagon tool
- Make sure the gym doors are closed
- Turn off the bathroom lights and hall lights
- Lock the wood doors by the bubbler, one door latches up and the other is a turn lock
- Double check to make sure that the doors with the buzzer are closed