**Concessions Manager**:

~Orders food for each home meet from La Villa Roma (pizza) and Chick-Fil-A  (chicken sandwiches) for delivery before/during Wednesday night meets (ideally at least 2 days in advance). Can place more orders if needed during meet for delivery.

~Orders **b-fast burritos** from Anita’s online at least one day before Saturday morning meets.  Any non-manager can pick these up Saturday morning before the meet.

 ~Orders **donuts** from Target for Friday afternoon pick-up (for Saturday a.m. meets). Any non-manager can pick up.

~Needs to pick up **6-8  20lb. bags of ice** prior to every home meet to place in concessions drink bins and volunteer water bin. Ice can be stored in freezer in pool room.

~ Purchase concessions items from Costco (waters, soda, gatorade, juice boxes/ snack items/ candy/ paper plates, napkins, paper table cloths, wipes, etc.). A menu and price list is available. Replenish items, as needed, throughout swim season.

~ Set up for each WED. meet at **4:15p** with set-up volunteers  (set tables up, put drinks into bins)

~ Arrive back to pool by **5:30p** to set concessions items on tables, put ice in bins, prepare for delivery of food ordered. Wait for Maureen Kirk to bring cashbox before selling items.

~ Set up for SAT. meet on Friday at **7:30p** to set up pool room WITH the set-up volunteers (move ping pong/ checkers/ foosball tables to side of room; get concessions tables and drink bins in place (place drinks in bins).

~ Arrive to pool by **6:30 a.m**. on SAT. to set food on concessions tables, put ice in drink bins, and to receive burritos from person who volunteered to pick them up. Burritos will sit on 2 warmers. Wait for Maureen Kirk to arrive with cash box before selling items.

~ Oversee volunteer concessions workers during meet to make sure everything is running smoothly (this doesn’t require you to be working concessions with them, but check in every 15 min or so during meet to make sure all is well.

~ After meet ends, take down tables, empty bins, pack up food. Clean up. Take bins of food home with you for storage between meets.

~ Save all receipts in cashbox and give to Maureen Kirk for reimbursement after every meet.