



## DESERT VISTA HIGH SCHOOL THUNDER BOARD

### PB-06 POLICY BULLETIN

Title	<b>Concessions Guidelines</b>
Date Issued	March 21, 2016
Policy Bulletin #	PB-06
Background Information	<ul style="list-style-type: none"> <li>• Thunder Board Association pays for the annual operating permits for the concessions stands on DV property and is responsible for ensuring that all booster clubs using the facilities are following proper procedures.</li> <li>• Previous practice has been for DV Administration to issue a concessions stand key to the booster club of the major sport in season if they planned to sell concessions. For instance, football boosters in the fall received a key to the concessions stand in the football stadium. Other booster clubs needing to use the concessions stand were asked to contact the sport in season to coordinate schedules and arrange access.</li> <li>• Each concessions stand has its own Class 2 Permit which allows preparing and selling open plate food items (not including grilled items, cooking of chicken, and certain other restrictions). Regardless of personal opinions or historical practices that might have leaned more casual, Maricopa County views our concessions stands as public restaurants.</li> <li>• Maricopa County Health Department may inspect any area at any time. Over the past 2 years, they found issues with lack of food handlers cards, doors propped open with trash cans, improper storage of grills, and a few other violations. If any further violations are found, the permit could be pulled or heavy fines levied which will impact ALL booster clubs, not just the club responsible for the violation.</li> </ul>
Policy Statement	<b>Thunder Board Association will monitor and enforce the following rules and guidelines regarding use of the DV concessions stands by any booster club.</b>
Rules & Guidelines	<ul style="list-style-type: none"> <li>• Foods being sold to the public must be prepared in a manner consistent with food handler's training and county health regulations.</li> <li>• Anyone preparing, serving or handling open plate food or open drink containers in any manner is required to have a valid Maricopa County food handler's card on their person at the time. Note: This does not apply if food is being prepared for a team-only event and not offered to the public.</li> <li>• Persons handling money should not handle open plate foods or drinks at the same time. If possible, designate one or two volunteers as cashiers. (One suggestion is to set up a cashier's table separate from the serving counter and exchange money for laminated tickets or cards that the customer takes to the serving counter and receives their food &amp; drinks.)</li> <li>• Exterior doors are not to be propped open unless the doorway is screened or covered with an appropriate insect barrier.</li> <li>• Trash cans must be kept at least 20 feet away from any exterior door and must not be used to prop a door open.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ice is available at the football stadium concessions stand, either from the ice machine inside or from the Ice King freezer. Ice is to be used on a first in / first out basis and is intended for common usage. Bags should not be written on or labeled as reserved for any particular booster club.</li> <li>• At the end of each event, any leftover prepared food should be thrown away and unprepared food must be properly stored.</li> <li>• Any utensils or food prep items used must be properly cleaned and stored, countertops washed, and the area left clean and ready for next use.</li> <li>• Thunder Board Officers may perform “spot inspections” at random times during concessions stand operations looking for violations of these guidelines or health code requirements. Anyone preparing or serving open plate food may be asked to show their food handler’s card.</li> <li>• Starting in fall of 2016, concessions stand schedules will be coordinated through the Thunder Board Officers. Usage requests should be submitted via email to <a href="mailto:dvhsthunderboard@gmail.com">dvhsthunderboard@gmail.com</a> or in person at a Thunder Board meeting at least 2 weeks prior to the date(s) needed.</li> <li>• Key Checkout: Concessions stand keys will be checked out from one of the Thunder Board Officers and will require a deposit check in the amount of \$200 made out to Thunder Board Association. If keys are returned and cleaning properly performed, the check will be returned uncashed.</li> <li>• End of Season: At the end of the season, the concessions stand should be thoroughly cleaned and disinfected, including countertops, floors, insides of refrigerators/freezers/ice machines, microwave ovens, etc.</li> <li>• Key Return: All keys should be returned within 7 days of the final event for the season – no booster club is authorized to retain a “permanent” key to any concessions stand. If a key is lost or not returned, the cost of rekeying 3 locks and making replacement keys will be deducted from the deposit, up to the entire deposit amount. If the concessions stand is not properly cleaned, DV maintenance may be called upon to perform the final cleaning and the cost deducted from the deposit. The booster club may also be held responsible for damage beyond normal wear and tear.</li> <li>• At any time, if a health inspection occurs, please cooperate fully with the inspector. If a written report is generated, obtain a copy and submit to a Thunder Board Officer within 48 hours. Even if a written report is not generated, call or email a Thunder Board Officer with the date and time of the inspection and summarize any comments made by the inspector.</li> </ul>
Date of expiration	None
Known exceptions (if any)	None
Authorized by	2015-16 Thunder Board Officers
Thunder Board Contact	Send all questions via email to: <a href="mailto:dvhsthunderboard@gmail.com">dvhsthunderboard@gmail.com</a>