

# Concession and Gate Workers Instructions

1. The **gate workers'** shift begins one hour prior to the first game, and ends after the second game has started. (Except for tournaments when more shifts are scheduled.)
2. The **concession workers'** first shift begins one hour prior to the first game, and ends when the second game begins. The second shift begins one half hour prior to when the second game is scheduled to begin. The second shift can begin to close when there are two innings left in the last game.
3. **\*\*PLEASE NOTE CHANGES IN MONEY BAG PROCEDURE.\*\***
  - A. Opening concession worker will pick up **BOTH CONCESSION AND GATE MONEY BAGS.**
  - B. Opening concession worker will pick up and sign for the money bags at **FIRST BANK AND TRUST,** located at 520 6<sup>th</sup> St. (main location) **during office hours** (Mon.-Fri. 9:00am-5:00pm weekdays). Go in the main doors and go to Jimmy May's office or reception desk. This is the third door to your immediate right. **For Saturday and Sunday games the money bags need to be picked up at Schoon's Pump "n" Pak** located at 202 Main Ave. S.
  - C. All **money bags** need to be **returned** to the drive up night depository at **FIRST BANK AND TRUST** immediately following the game. This pertains to everyday of the week. Jimmy May's cell #605-690-5243.
4. The key to unlock the concession stand is attached to the concession money bag. The keys to unlock both the concession and gate money bags are located in the concession stand.
5. If for some reason you cannot work the shift you are assigned, please find a replacement or make a trade for that shift. Please see attached paper for parent contact information. Also, you must email [anita@betterhomes.com](mailto:anita@betterhomes.com) or [sueann@firstlutheranbrookings.org](mailto:sueann@firstlutheranbrookings.org) to ensure the website schedule is kept up to date.
6. If the game you are scheduled to work at is postponed/rescheduled you will be responsible for working your assigned shift on the new date and time. Check [www.brookingsbaseball.com](http://www.brookingsbaseball.com) for dates and times of rescheduled games.

*\*\*\*The concession and gate money is a **very important** part of our fundraising effort to support the baseball program. It is very important that we keep these roles filled for all games. We are also expected to pay for any food or drink items we consume while working in the concession stand.*

*\*\*\*Reminder: Your \$100 deposit check will be held for the season. You will be held responsible for your assigned shifts or will forfeit your deposit.*

*\*\*\*The schedule will be posted online at [www.brookingsbaseball.com](http://www.brookingsbaseball.com) should you misplace your copy.*

***Thank you for your Help!***