



Saltillo High School Basketball Booster Club Volunteer Expectations

Thank you for supporting our Student-Athletes! The Concession Stand is one of the Saltillo High School Basketball Booster Club's most important fundraisers throughout the season. Your time helps purchase equipment, uniforms, travel, and other needs that school budgets often cannot cover. These expectations help every shift run smoothly, safely, and successfully.

Please read carefully to understand the expectations of Volunteering with the Basketball Booster Club:

1. Sign-Up & Commitment

- Sign up for shifts through the official Booster Club sign-up
 - (www.SalttilloTigers.com/Boosters).
- Arrive on time (usually about 25minutes before tip-off for setup shifts) and stay until your relief arrives (Games are back to back and shifts overlap, please be mindful of the game times so you fulfill your volunteer opportunity and not miss your Athlete's Game) or closing duties are complete.
- If you cannot work your shift, notify the Concession Coordinator Jeremy Davis as early as possible and try to find a replacement.
- Families are typically asked to complete a minimum number of shifts per athlete (common requirement: 2-3 shifts - 13 Home Games are scheduled, everyone can volunteer).
- Avoid signing up for shifts that conflict with your own Student Athlete's game when possible.

2. Age & Supervision Requirements

- Parents are encouraged to fill schedules. High School aged Students can volunteer. Young helpers may assist only under direct adult supervision and cannot handle money or operate equipment.
- All volunteers must be pre-approved and confirmed by our Concession Coordinator.

3. Arrival, Dress & Conduct

- Report to the Concession Stand at the scheduled start time (Approximately 15-20 Minutes before Tip-off).
- Wear appropriate shoes (no flip-flops). Comfortable, school-appropriate clothing is preferred.
- Wear gloves when serving or preparing food items.
- Maintain a positive, courteous attitude toward customers, fellow volunteers, coaches, and school staff. Customer service is an essential part of the job.

4. Primary Responsibilities

- Volunteers typically rotate through these roles:

- Cashier – Take orders, handle cash and cards accurately, make correct change, and keep the drawer organized.
- Food Stations / Prep & Serving – Prepare and serve hot items (popcorn, hot dogs, nachos, pizza, etc.), stock drinks and packaged snacks, and keep the serving area clean. Monitor inventory and replenish items from storage as needed.
- Cleanup – Wipe surfaces, empty trash, sweep, wash utensils/equipment, and secure the stand at the end of the shift.

Follow posted instructions for equipment (popcorn machine, hot dog roller, food warmers, etc.). Ask the shift leader if you are unsure how something works.

5. Money Handling & Inventory

- Never leave the cash drawer unattended.
- Count starting and ending cash with another volunteer or the shift leader.
- Report any discrepancies immediately.
- Do not give free items or discounts unless authorized by the Concession Coordinator or Booster Club Committee.
- Keep the stand tidy and stocked throughout the event.

6. Health, Safety & Cleanliness

- Wash hands frequently and wear gloves when handling food.
- Keep the stand clean and free of clutter.
- Report any equipment problems, spills, or safety concerns right away.
- Follow all school and local health department guidelines (food-handler requirements may apply in some areas).

7. Closing Duties

- Clean all equipment and surfaces.
- Restock for the next event if supplies allow.
- Secure cash and any leftover product according to club procedures.

8. Any Questionable Event or Situation

- Please communicate to Booster President / Vice-President / Secretary if any questionable event (Customer or Volunteer problem / confrontation / misbehavior) or situation occurs during your Volunteer time.
- Allow the Booster Committee to address the situation and coordinate with Saltillo High School Administration.
- Any questions or concerns our policy is let the Booster Committee Leaders know first to determine the next right step.

Questions or Scheduling Issues?

Contact the Concession Coordinator or Booster Club board member listed on the sign-up sheet.

Thank you for volunteering. Your help makes a real difference for our basketball programs!

