

Pierceland Recreation Association

Arena Booth Coordinator Duties

Booth Coordinator is to be paid monthly by contract. Contract will be approved by the directors and signed by booth coordinator and president of the Pierceland Recreation Association. Contract shall run from December 1 to Season end, pending weather conditions (usually in March), even though the booth does not get into full operation until sometime around the middle of December. Usually there are only 1 or 2 games or tournaments at season end – this allows the booth coordinator sufficient time to set up the booth before operations and for clean up at the end of the season. Average hours per week is around 40.

1. Organize booth worker shifts. The Recreation Association will decide (by resolution) the hours the booth shall be open.
2. Stock Booth Before Season Start
3. Organize hamburger making.
4. Stocking Booth prior to season + during season including Order supplies, shopping for supplies and keeping your shelves stocked. (All receipts and or cheque numbers must be kept and documented in financials)
5. Pick up money daily.
6. Clean booth **Nightly / Daily**: Fill coolers, make sure hot chocolate machine and coffee machine are full of water, fill coffee filters and put in an ice cream pail, use a strainer to clean excess crumbs from deep fryer, grill must be cleaned daily, wash floors, wash dishes. **Weekly**: Change oil in the deep fryer when needed, wash fans at the car wash.
7. Make Weekly deposits (minimum once per week if booth is open on that week), pay for supplies.
8. You must meet with suppliers to unload at the arena. If you decide to purchase supplies in Cold Lake or Bonnyville you are responsible for travel costs.
9. Paid booth workers must be paid by cheque.
10. Collect Booth Fees and issue Receipts prior to booth season opening.
11. Make a list of both shifts to post and contact parents about booth shifts.
12. Hire paid workers to work shifts when necessary.
13. Keep track of financial books to be handed in at year end. (This includes all receipts cheque stubs ext)
14. Order Cheques when necessary for Booth when running low.
15. Keep track on a separate paper, the cost for supplies (fries, coffee, cups, condiments, etc). This list is to be kept with the booth coordinator file to compare supplier costs from year to year and for the coordinator and the rec board to make decisions about obtaining supplies from a different supplier.
16. Meet with Health Inspector

Booth Workers: 1 child, 3 shifts. 2 or more children, 6 shifts. This is a guideline, you may require more shifts. Ask for a list from figure skating and minor hockey. If someone needs a paid worker, it is up to him or her to give you 3 days notice.

Float: Usually \$150.00 is sufficient. More is needed on tournament weekends, always keep a little extra.

1 roll of toonies - \$50.00

1 roll of loonies - \$25.00

1 roll of quarters - \$10.00

1 roll of dimes - \$5.00

1 roll of nickels - \$2.00

3 loonies - \$3.00

3 - \$5.00 bills - \$15.00

2 - \$10.00 bills - \$20.00

1 - \$20.00 bill - \$20.00

Pricing: Do price list in December and present to Rec Board for approval (Rec Board meeting 2nd Tuesday of December). Order the same pop, chips, & Styrofoam cups that Bingo orders, they will buy whatever is left over at the end of the season.

Rec. Board: There will be one board member responsible for overseeing the booth. If you have any questions or concerns, this person will represent your concerns at a board meeting.

Suppliers:

Pierceland Grocery Store – hamburger (one week notice), buns (order Monday morning), hot dogs, fries (order Monday morning), onions.

General Coffee Meadow Lake – chocolate bars, condiments, coffee, hot chocolate, napkins, gravy mix.

Canadian Wholesale (Bonnyville): cheese, candies, chocolate bars, fry bowls

Vanhoutte Coffee – Machines, coffee, coffee supplies. Only comes in once a month.

Contact Jerry - 306-445-7500

Order pop and juice through the bingo manager or Cold Lake/Bonnyville.