**fAIRBURY sPEEDWAY pOPCORN PROCEEDURES**

**Appearance**

1. Show up at 5:30.
2. Everyone should be neatly attired and groomed, ready to serve the public and present a positive Boy Scout image. (Shoes tied and no holes in clothing.)
3. **Manners are important**. Remember to say “Thank you” or “Thank you for supporting the Scouts”. Be friendly.
4. Everyone should wear the race track shirt (neon green/yellow tee-shirt with race car on the back, or new logo). Parents are exempt. Weather conditions may require long sleeve shirt or jacket.
5. Type of pants or shorts is optional, as long as, they are clean.
6. A scouting hat is optional. Other hats with advertizing are not appropriate.

**Food Handling**

1. **We are handling other people’s food. Don’t touch it.**
2. Wash or sanitize hands before going out. Sanitizer will be available.
3. Handle boxes by the sides or by the flaps.
4. Don’t pick your nose, your ear, or any other body parts and serve food. Think cleanliness and Scouting image. Wiping your nose with your finger and wiping your finger on your pants is not cool.
5. Keep the crate covered. Racing cars sling dirt.
6. Don’t sling the crate around. It is rough on the crate. We have made it light weight, but it is not very strong or durable. Besides, it throws the popcorn around or spills the boxes. **Every customer deserves a full box of popcorn with every sale**.

**OPENING THE BOOTH**

1. The booth is normally unlocked by the time we get there. If not, someone with the key works at the beer stand.
2. Crawl through the door way and turn on the light (pull string on lamp).
3. The ‘window’ is hinged at the top, pinned at the bottom on each side, pulled up by a rope, and safety latched once up. **For safety, work as a two man team**. The ‘window’ is heavy and a slip could result in an injury. Keep other boys away until the ‘window’ is secure.
	1. Release pins on each side.
	2. Haul the window up by pulling on the rope.
	3. Secure the rope on the cleat provided.
	4. Hook the safety wire on the window hook.
4. Uncover the popper.

**SETTING UP THE STAND**

1. **Do not plug anything in until instructed**.
2. Carry out the popcorn warmer. Position on the west side of the stand under the 120v receptacle.
3. Clean out the warmer.
4. Plug the warmer in.
5. Roll out the popper and position it on the east side of the stand under the 240V, twist lock, receptacle. The popper should have the stainless steel ‘receiver’ box and the grey plastic ‘trash’ pan on it.
6. Roll out the oil can with the heater on it (last used) and position it underneath the popper with the timer facing the rear.
7. Carry out the popcorn transfer can (white trash can) and line it with clear sanitary trash bag. Secure bag in place with duct tape. **The red tape is for crate repairs**.
8. Connect the oil line to the oil heater unit.
9. Connect the power cable to the oil heater unit.
10. Insure all switches and breakers are off/down.
11. Plug 240V plug into the receptacle – **ADULT ONLY**. Twist clockwise to lock in position.
12. Bring out popping corn and seasoning from the freezer.
13. Carry out one case of popcorn boxes. Place on ledge near 120v receptacle.
14. If the wind is blowing, nail the tarp around the east side of the stand to keep the popcorn from blowing away.

**SETTING UP THE POPPER**

1. Turn on the MAIN breaker, which controls the OIL and STIR switches.
2. Turn on the OIL switch.
3. Rotate the oil heater timer fully clockwise. The oil is typically semi-solid at 65 degrees. So heating the oil liquefies it for pumping to the popper. While the oil is heating …
4. Turn on the bowl HEATER breaker. Let the bowl heat up a bit - enough to melt the Crisco coating. Turn off HEATER breaker. Using paper towel, wipe off excess coating. Dampen a paper towel in corn oil. Wipe the bowl clean of Crisco and rust. This procedure will save throwing away the first batch.
5. Make sure the unit is fully assembled.
	1. Stir-shaft in place (pushed through bottom side of bowl).
	2. Stir (bowl wiping tines) in place and pinned through stir-shaft with stainless steel pin. Tines should not scrape the bowl, but wipe 1/8” above the surface.
	3. Bowl cover in place and centered toward the front. Five clamps ring the cover and clamp the cover and bowl together.

**RUNNING THE POPPER**

1. If the MAIN breaker and STIR switch are not ON/UP, make it so.
2. With the right hand, hold the oil pipe over the fill hole in the cover.
3. With the left hand, press the OIL button for 3 seconds, or until you hear the pump start. A timer will dispense the proper amount of oil.
4. If the oil is not evenly distributed in the bowl, shim the stand to make it so. Perfect leveling is not critical.
5. Turn on the HEAT breaker and the STIR switch.
6. Add one measure of popping corn.
7. Sprinkle one level measure of seasoning on stirring popping corn.
8. Close cover.
9. When the corn is popping the pressure will tip the lid open.
10. When the popping stops or is near stopping, tilt the bowl forward and bump the handle a couple of times to dislodge fragments (empty the bowl).
11. Popcorn that pops out of the bowl is clean and can be moved directly into the transfer unit.
12. Popcorn that was dumped out of the bowl may contain fragments, un-popped corn, and burnt corn. It needs to be shuffled back and forth in the receiver to allow trash to drop below to the trash pan.

**OPERATIONAL TIPS**

1. Have each boy prepare their crate.
	1. clean it out,
	2. make sure it is functional, strap and dividers are OK
	3. fill it with boxes.
2. Fill up the first boy’s crate and send him out.
3. After all bleacher-scouts are out, line the warmer box with six rows of four boxes.
4. Fill the warmer boxes for sales directly out of the stand.
5. Refill warmer when getting down to one row.
6. Popper operation usually runs in spurts.
	1. After all crates and the warmer box is filled, and the transfer can is filled. I turn the popper off for cleaning. It usually has fragments and burnt popcorn in it.
	2. The first scout returning can be refilled from the full transfer can. Other scouts cannot be far behind and the transfer can needs to be refilled, so I start up the popper again until all the boys are out again and the transfer can is full.
	3. Around 9:00 to 9:30, gage supply and demand and use your best judgment.
7. Scout in stand keeps the stand swept out.
8. Depending on temperature, you may need to reheat the oil or keep it heated. On cold nights, oil has solidified in the fill pipe.

**FINANCIAL**

1. Prepare the clipboard and tally sheet.
	1. Date
	2. Names of adults in the stand
	3. Name of scout selling in the stand
	4. Names of scouts selling in the bleachers.
2. Each scout and one adult in the stand gets
	1. Money belt.
	2. Cash according to the Popcorn Tally Sheet. Some years differ in the amount.
3. When they return with an empty crate they should turn over money according to the Popcorn Tally Sheet. We will prorate to the nearest quarter crate.
4. Anything over that is their personal tip money and is theirs to keep. Any shortage the scout has to make up from tips.
5. Mark each crate sold on the tally sheet.
6. The scout selling in the stand earns $10 for the night with a 2 hours minimum shift. The scout in the stand is not allowed to keep any tips since there is no accounting of the number of boxes sold out of the stand. Scouts will be given equal opportunity to sell from the stand and from the bleachers.

**CLEANING THE POPPER**

1. Make sure all breakers and switches are OFF/DOWN.
2. Disconnect from the 240v receptacle
3. Disconnect the power and oil line from the oil heater unit. (Push in little tab to remove oil line connector. Put a cup under the oil line to catch standing oil.)
4. Remove the bowl cover. Clean the cover using 409 and paper towels.
5. Remove stir pin and stir. (Caution: Stir retains heat.) Wipe clean with paper towels. Remove stir-shaft. Wipe clean.
6. Wipe bowl clean with paper towels. **No 409 in the bowl**.
7. Leave a coating of Crisco (stored in the freezer) in the bowl to prevent rusting.
8. Clean popcorn receiver box with 409 and paper towels.
9. Clean all food handling utensils with 409 and paper towels. Place all parts and loose components in receiver box. Do not reassemble. Leave for the next week.

**STAND TEAR DOWN**

1. Popping corn and seasoning go in the freezer.
2. Cases of popcorn boxes go on bottom shelf.
3. Crates go on the middle shelf. Carefully lay the dust cover over the crate and the strap over the dust cover. This is to keep dust out of the crate during the week.
4. Money belts, safety vests, and miscellaneous go on the top shelf.
5. Tally sheet goes in the money bag.
6. Clip board goes in the freezer.
7. Roll the oil can and heater unit under the shelf on the west side opposite the freezer.
8. Roll the popper in front of the freezer. This is to keep the rope and window area clear and unobstructed.
9. Clean out the warmer with 409 and paper towels.
10. Place next to popper.
11. Cover both the popper and the warmer with tarp.

**CLOSE UP BOOTH**

1. Sweep out booth before stowing popper.
2. **For safety, lowering the “window” is a two man operation.**
3. Pull on window rope to release the safety latch.
4. Lower window.
5. Secure latch on both sides.
6. Double check for anything out of place. (coats or food left in booth)
7. Turn off light.
8. Swing the half door in place.
9. Crawl out and secure the lock.