

**Sea Park PTO  
300 Sea Park Blvd.  
Satellite Beach, FL 32937  
321-779-2050**



**Title:** Popcorn Machine Use Policy

**Effective Date:** March 15, 2011

**Policy Scope:** This policy applies to all PTO members, regardless of position. This policy also applies to any person or entity that borrows/leases the PTO's popcorn machine.

**Reason for Policy:** To clarify the purpose(s) for which the popcorn machine was purchased and entities to which the popcorn machine may be loaned/leased, and to specify use/cleaning guidelines. The policy is being initiated to ensure proper use, care and maintenance of the popcorn machine so that it can be used for many years to come.

**Policy Content:** This policy will also outline procedures to be followed from the initial use request through to the final check-in of the machine. This policy will also outline forms to be used, such as the Popcorn Machine Use Request/Use Agreement Application and the Popcorn Machine Return Form and Checklist.

**Intent:** The popcorn machine was budgeted for the 2010-2011 School Year and was purchased, along with a 3-year service plan, cleaning products and a popcorn scoop, on October 10, 2010 at a total cost of \$585.94. The service plan is valid through 10/10/13. The popcorn machine was purchased to be used by the PTO for PTO functions/events as needed, such as, but not limited to, Fall Festival, movie nights, school dances, Walk-a-thon, and teacher appreciation, and for general "Popcorn Friday" fundraising. It was also intended that faculty/staff could borrow the popcorn machine to fundraise for classroom supplies, school trips, etc. or for school-sponsored clubs and activities.

**Popcorn Machine:**

Sam's Club Popper, UniMaxx Kettle

Make: Gold Medal Products Co.

Model #: 2085CL

Serial #: SC-59649

Purchase Date: October 10, 2010 (\$474.00)

Extended Warranty/Service Plan Expiration: October 10, 2013 (\$39.85)

Service #: 1-800-543-0862

Additional information regarding machine can be found in the PTO file cabinet in the file labeled 'Popcorn Machine'.

**Eligible Users:** The popcorn machine may be borrowed/leased by any Sea Park faculty or staff member for school events or for fundraising that has been approved by the Sea Park administration. The popcorn machine may not be borrowed/leased by parents or other “special” groups not associated with Sea Park Elementary.

**Use Request Procedure:** In order to request use of the popcorn machine, Sea Park Faculty/Staff must submit the Popcorn Machine Use Request/Use Agreement Application to the PTO at least one week prior to the event for which popcorn machine will be used. At that time, the PTO will review the request, and if request is consistent with this policy, it will be forwarded to the Sea Park administration. The use and purpose for the use must then be approved by the administration prior to use. If use is approved, the borrower/lessee must adhere to the terms and conditions of use as listed on the Use Request/Use Agreement form and the use procedures listed in this policy. Borrower/Lessee will be given a copy of this policy prior to use of the popcorn machine. A copy of the policy can also be found inside the popcorn machine cabinet.

**Terms and Conditions of Use:**

1. Borrower/Lessee agrees to comply with the terms and conditions of use upon initial request to use machine.
2. The borrower/leasee agrees to properly use machine as listed in this policy and to use due care in the transport/use of the machine.
3. Borrower/Lessee agrees to familiarize themselves with the operation and cleaning instructions included in the policy.
4. Borrower/Lessee agrees to thoroughly clean popcorn machine prior to its return. If machine is not returned in same condition as when checked out, then the club/faculty member will not be able to subsequently borrow machine.
5. Borrower/leasee agrees to complete and submit Popcorn Machine Return Form and Checklist to ensure machine/supplies have been returned/used in accordance with policy.

**Supply Use:** The PTO will supply users with popcorn, oil, salt and bags for 2 uses per year per club/classroom. If club/classroom wishes to use machine more than 2 times in the year, the PTO will assess a fee of 5% of sales to cover the supply costs.

**Supplies:** In order to use the popcorn machine, the following items are needed: popcorn kernels, buttery popping oil, popcorn salt and popcorn bags. These items can be purchased in bulk at Sam’s Club. Also, in addition to liquid dish detergent, there are special cleaning supplies available to keep the popcorn machine clean and in top working order. These are Heat ‘n Clean Kettle Cleaner and Watchdog Concession & Equipment Cleaner. These products work best to remove the butter/oil splatter and residue from the machine after popping. These cleaners can be purchased online from Samsclub.com.

### **Supplies Con't:**

The quantity/cost of these supplies as of Dec. 2010 is as follows:

- Popcorn (50 lb. bag) - \$16.58
- Buttery Popping Oil (1 gal. each - 2 required per 50 lb. bag of popcorn) - \$9.86
- Popcorn Salt (3 lb. 4 oz. – ½ container per 50 lb bag of popcorn) - \$3.34
- Popcorn Bags (500 ct. – each holds approx 1.5 oz popcorn) - \$5.88
- Heat 'n Clean Kettle Cleaner - \$9.14
- Watchdog Concession and Equipment Cleaner - \$8.22

It is estimated that the supply cost for each bag of popcorn is 12 cents; therefore the PTO has set the popcorn sale price at no less than 50 cents/bag.

**Popcorn Cart/Supply Storage:** The cart was donated to us by the media specialist. The cart has a cabinet below for storing all needed supplies. Popcorn is stored in large plastic tub and all measuring cups/spoons and serving utensils are stored in a small plastic container. Popcorn bags are stored in the plastic popcorn box. One gallon of buttery popping oil is kept in cart. All other supplies are kept in PTO cabinet in faculty room (except popcorn, which is below desk).

**Directions for Use:** Directions for use of the popcorn machine are located on the left hand door to the machine, however due to different supplies being used than indicated on the instructions, they are clarified here.

1. Turn on popcorn machine switches (kettle heat, kettle motor, and light/warmer).
2. Wait at least 10 minutes for machine to sufficiently heat up.
3. Measure and pour 2/3 cup of buttery popping oil into kettle.
4. Measure and pour 2 cups of popcorn kernels with ½ tablespoon popcorn salt into kettle.
5. After popping slows to approximately 1 – 2 pops per second, dump kettle using handle.
6. Immediately start second batch otherwise oil residue in kettle will start to burn and smoke (and make unappetizing popcorn!). Machine works best to make at least 3-5 batches of popcorn each time machine is heated up. Each batch makes about 10-12 bags popcorn.
7. As you bag the popcorn, keep track of the amount of unpopped kernels that fall through to removable scrap drawer. Dump periodically (especially is there are a lot of unpopped kernels at the end) so that it doesn't overflow.
8. On last batch, turn kettle heat off after popcorn starts popping. Let motor keep running and leave light on.
9. After popcorn has stopped popping, turn off motor and dump kettle using handle.
10. After machine has cooled, immediately wipe off surfaces of machine and kettle to remove oil residue and splatter (paper towels work great for this).

**Directions for Cleaning:** Most parts of the machine can be removed for cleaning once cool. Use liquid dish detergent and a non-abrasive sponge to clean all parts. Use kettle cleaner periodically to remove build-up in kettle. Use concession spray to keep glass clean and to remove stubborn splatter. Concession spray must be rinsed and wiped off completely from all interior surfaces (as it is not food safe).

1. Remove the doors, drop panel, scrap drawer, bottom corn pan and kettle for easiest cleaning.
2. Remove any popcorn and kernels that may have dropped below corn pan.
3. Use liquid dish soap and sponge to wipe down all surfaces and clean doors, drop panel, scrap drawer and corn pan (easiest to do this at sink).
4. Clean inside and outside surfaces of kettle, taking care to get any popcorn stuck out of mixing apparatus. DO NOT immerse kettle in water
5. Kettle should be cleaned periodically using kettle cleaner while plugged into machine. Mix kettle cleaner with water (see container for measurements) and pour into kettle. Put pot or heat safe container below to catch any drips. Turn kettle on and wait for water mixture to just start boiling. Turn off immediately and let cool. Dump water out into pot carefully (hold pot close to kettle!). DO NOT let water get into electrical parts!
6. When everything is clean and dry, reassemble machine for next use.
7. Put cover back on machine.

Appendices:            Popcorn Machine Use Request/Use Agreement Application  
                              Popcorn Machine Return Form & Checklist

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Approved by: Sea Park PTO 2010-2011 Board

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