

Snack Shack Closing Procedures - Feist

- After your team's game has ended, announce to families of remaining teams that the shack will be closing and this is a final call for orders
- Bring in shack signs
- Close sliding windows and make sure they are locked and the sensors are lined up
- Put umbrellas in the sliding shed next to the shack
- Scrape BBQ, empty drip pan, replace the tin foil and **TURN OFF PROPANE!**
- Put ketchup and mustard back in fridge if necessary, packets do not need to be refrigerated
- Refill "Table Supplies" (napkins, utensils, coffee creamer, sugar, mayonnaise & relish packs), place back on their cart
- Wash and dry all dishes including BBQ utensils
- Wipe down all tables and put them in side shed
- Turn Keurig coffee machine off
- Refill drinks in fridge
- Clean soda fountain (pour hot water in soda catcher, wipe up syrup splatters)
- Restock candy and packaged food items
- Leave snow cone syrups on the counter
- Clean and dry snow cone machine
- Restock soda cups, carefully, from the top
- Restock bun racks (frozen in the back)
- Wipe down all countertops
- Make sure all ice scoops are out of ice bin and in their holder
- Bring in BBQ once it's cooled down
- In register leave all coins, \$40 in ones, \$50 in fives and \$60 in tens
- Put extra money in an envelope then stick it in the safe which is located on ground under the sink -envelope needs to be signed by two volunteers
- Sweep
- MOP (Put bleach and hot water in mop bucket, supplies are by the ice bin or under the sink)
- Take out all trash to the dumpster (even the cans outside, keys are by the register)
- Reline cans with garbage bags
- Lock doors - press lock on main door and wait until you here it lock

Thank You!